

---

**Calumet College**

---



---

**of Saint Joseph**

---

**You Belong!**  
ccsj.edu**COURSE SYLLABUS****Term: Fall 2016****Course: ACC210B - Principles of Accounting I****Instructor Information:**

<b>Instructor Name</b>	Deanne Shimala
<b>Office Number:</b>	Room #518
<b>Phone Number:</b>	219-218-7171
<b>Email:</b>	dshimala@ccsj.edu
<b>Hours Available:</b>	By appointment. Please contact me to schedule a time.
<b>Instructor Background:</b> Deanne is an Adjunct Instructor at Calumet College of St. Joseph. She earned her Master's degree in Taxation (MST) from DePaul University in Chicago, Illinois and her Bachelor's degree in Accounting from St. Joseph's College in Rensselaer, Indiana. She is a Registered CPA in Illinois and a member of the American Institute of Certified Public Accountants. Deanne has taught courses at CCSJ since 2008. Deanne is Controller of a not-for-profit community organization and also provides accounting consulting services to clients. She has previously held the following professional positions: public accountant in the auditing and tax field, Tax Director of a national insurance company, and VP of Business and Finance for Calumet College.	

**Course Information:**

<b>Course Time:</b>	
<b>Course Time:</b>	Tuesday/Thursday 1:45 - 3:15 p.m.
<b>Classroom:</b>	208
<b>Prerequisites:</b>	None
<b>Required Books and Materials:</b>	<b>Principles of Financial Accounting</b> , Weygandt, Keiso, Kimmel, 12 <sup>th</sup> edition, Wiley 2015, ISBN: 978-1-118-978740  Calculator (Cell phones may not be used as a calculator for any reason.)
<b>Learning Outcomes/ Competencies:</b> Students in this course will: 1. Describe the purpose and usefulness of a double entry accrual accounting system and explain its role in making business decisions 2. Identify and explain the meaning of standard accounting terms. 3. Explain how accounting transactions affect the accounting equation, income statement, statement of owner's equity, and balance sheet. 4. Apply the rules of debits and credits to prepare general and special journal entries for common	

<p>business transactions of a service enterprise and a merchandising business.</p> <ol style="list-style-type: none"> <li>Post transactions from journal to general ledger accounts and subsidiary ledger accounts.</li> <li>Prepare a trial balance and subsidiary ledger reports and explain their interrelationships and role in the accounting system.</li> <li>Calculate accruals and deferrals; identify accounts; and record accrual and deferral entries.</li> <li>Analyze data and prepare a worksheet for a service enterprise and a merchandising business.</li> <li>Create an income statement, statement of owner's equity and a balance sheet for a service enterprise and a merchandising business and explain their purpose in an accounting system.</li> <li>Construct adjusting, closing and reversing entries for a service enterprise and a merchandising business and explain their purpose in the accounting system.</li> <li>Evaluate the financial condition of a business by completing a set of comprehensive problems.</li> </ol>
<p><b>Course Description:</b> This course prepares the accounting student in the theory and techniques of accounting necessary for the advanced courses and provides a basic introduction to accounting for those students pursuing an accounting degree. Students will be introduced to financial statements and the accounting cycle for a service and merchandise business.</p>
<p><b>Learning Strategies:</b> Group discussions, lecture, in-class exercises, comprehensive accounting problems.</p>
<p><b>Experiential Learning Opportunities:</b> Students will complete two comprehensive accounting problems.</p>

<b>Assessments:</b>		
<b>Quizzes / Exams:</b>	Exams (3 exams @ 100 points each)	300 points – 60% of grade
<b>Assignments</b>	Homework problems (9 @ 10 points each)	90 points - 18% of grade
	Comprehensive problems (2 @ 55 points each)	110 points – 22% of grade
<b>Total points</b>		500 points

<b>Grading Scale:</b>		
<b>Grade</b>	<b>Percent</b>	<b>Points</b>
A	92-100	460-500
A-	90-91	450-459
B+	88-89	440-449
B	82-87	410-439
B-	80-81	400-409
C+	78-79	390-399
C	72-77	360-389
C-	70-71	350-359
D+	68-69	340-349
D	62-67	310-339
D-	60-61	300-309
F	59 and below	299 & below

<b>Course Outline:</b>			
<b>Week</b>	<b>Class Date</b>	<b>Topic</b>	<b>Assignments / Assessments</b>
1	Tuesday, Sept. 6	Introduction to course and accounting Chapter 1: Accounting in Action	
	Thursday, Sept. 8	Chapter 1	
2	Tuesday, Sept. 13	Chapter 1	
	Thursday, Sept. 15	Chapter 2: The Recording Process	
3	Tuesday, Sept. 20	Chapter 2	
	Thursday, Sept. 22	Chapter 2	
4	Tuesday, Sept. 27	Chapter 3: Adjusting the Accounts	
	Thursday, Sept. 29	Chapter 3	
5	Tuesday, Oct. 4	Review for Exam #1	
	Thursday, Oct. 6		<b>EXAM #1 (Ch. 1-3)</b>
6	Tuesday, Oct. 11	Chapter 4: Completion of Accounting Cycle	
	Thursday, Oct. 13	Chapter 4	
7	Tuesday, Oct. 18	Chapter 4	
	Thursday, Oct. 20	Work on Comprehensive Problem #1	
8	Tuesday, Oct. 25	Chapter 5: Merchandise	
	Thursday, Oct. 27	Chapter 5	
9	Tuesday, Nov. 1	Chapter 6: Inventories	
	Thursday, Nov. 3	Chapter 6	<b>COMPREHENSIVE PROBLEM #1 DUE</b>
10	Tuesday, Nov. 8	Review for Exam #2	
	Thursday, Nov. 10		<b>EXAM #2 (Ch. 4-6)</b>
11	Tuesday, Nov. 15	Chapter 7: Accounting Information Systems	
	Thursday, Nov. 17	Chapter 7 Comprehensive Problem #2 assigned	
12	Tuesday, Nov. 22	Chapter 8: Fraud, Internal Control and Cash	
	Thursday, Nov. 24	NO CLASS – THANKSGIVING DAY	
13	Tuesday, Nov. 29	Chapter 8	
	Thursday, Dec. 1	Chapter 9: Accounting for Receivables	<b>COMPREHENSIVE PROBLEM #2 DUE</b>
14	Tuesday, Dec. 6	Chapter 9	
	Thursday, Dec. 8	Review for Exam #3	
	Week of December 15	FINAL EXAM WEEK!	<b>EXAM #3 (Ch. 7-9)</b>

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities:</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p>Attendance in class is an important priority. Accounting is a course that continues to build on the knowledge gained. It is not possible to understand and grasp the fundamentals being taught in later chapters unless the earlier chapters have been mastered. Missing classes will impede your progress.</p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Students are assigned textbook problems throughout the term for each chapter. Detailed instructions for the chapter problems are posted in Blackboard.</p> <ul style="list-style-type: none"> <li>• Assigned chapter problems will be discussed in class. <b><u>It is imperative that each student reads the assigned chapters AND works through ALL the problems PRIOR to coming to class</u></b> so that questions may be asked and/or clarification may be provided. Students are allowed to work through the problems with classmates; however, each student must come to class with the work individually documented. While the problems will not be turned in for individually grading, Professor Shimala will walk around the classroom to ascertain that they have been attempted and to properly record a chapter homework grade.</li> <li>• Students will complete two comprehensive accounting problems. They are individual assignments. Students are NOT allowed to work through the comprehensive problems with classmates. Any questions or issues should be directed to Professor Shimala.</li> </ul> <p>Because of the continuous flow of work between the students and the instructor and because students do better work if they stay on schedule, <b><u>LATE WORK IS NOT ACCEPTED.</u></b> If a student is absent from class, the solutions to the chapter problems or comprehensive problems must be placed in Professor Shimala's mailbox or submitted via email prior to 1:45 p.m. on the assigned due date.</p>

<b>Using Electronic Devices</b>	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p> <p><b>PLEASE BRING A CALCULATOR TO EACH CLASS SESSION. CELL PHONES MAY NOT BE USED AS A CALCULATOR.</b></p>
<b>Participating in Class</b>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading and homework problems. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Exams</b>	<p>Exams will be administered via Blackboard. All exams must be submitted on or before the due date and time. The testing window will allow for all athletes to complete the exams in coordination with their athletic game schedules. Therefore, <b><u>LATE SUBMISSION OF EXAMS WILL NOT BE ACCEPTED.</u></b></p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<b>Resources</b>	
<b>Student Success Center:</b>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>

<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a> <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 <b>TV Channels:</b> 2, 5, 7, 9, 32</p>
---------------------	---

# Emergency Procedures

## MEDICAL EMERGENCY

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

## FIRE

### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

## BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## HAZARDOUS MATERIAL SPILL/RELEASE

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.

4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.