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COURSE SYLLABUS

Term: Fall 2016 (2016-1)

Course: ACCT 210A: Accounting Principles I

Instructor Information:		
Instructor Name	George F. Grzesiowski (Mr. G) MBA/ABD/CPA Professor and Program Director for Accounting	
Office Number:	516	
Phone Number:	219-473-4283 (Office) Cell: 219-716-5002 (Best)	
Email:	ggrzesiowski@ccsj.edu	
Hours Available:	Monday	7:00 AM– 8:30 AM 3:00 PM – 8:00 PM
	Wednesday.	7:00 AM – 8:30 AM 3:00 PM – 7:00 PM
	Or, by appointment	
Instructor Background: See Autobiography posted in Blackboard		

Course Information:	
Course Time:	Mondays/Wednesdays 1:45 – 3:15 PM
Classroom:	Room 205
Prerequisites:	None
Required Books and Materials:	Accounting Principles, Weygandt, Kieso, Kimmel, (12th ed.), Wiley 2015. ISBN 9781118978740 Pocket Calculator
Learning Outcomes/ Competencies: Students in this course will:	
<ol style="list-style-type: none"> Describe the purpose and usefulness of a double entry accrual accounting system and explain its role in making business decisions 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 business transactions of a service enterprise and a merchandising business.
5. Post transactions from journal to general ledger accounts and subsidiary ledger accounts.
6. Prepare a trial balance and subsidiary ledger reports and explain their interrelationships and role in the accounting system.
7. Calculate accruals and deferrals; identify accounts; and record accrual and deferral entries.
8. Analyze data and prepare a worksheet for a service enterprise and a merchandising business.
9. 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.
10. Construct adjusting, closing and reversing entries for a service enterprise and a merchandising business and explain their purpose in the accounting system.
11. Evaluate the financial condition of a business by completing a set of comprehensive problems.

Course Description:

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.

Learning Strategies:

The course is supported by a blackboard site. All PowerPoint presentations, demo problems, and assignment solutions will be posted on blackboard. Grades will be posted and accessed on blackboard. Questions concerning assignments or course requirements can also be posted on this site.

Open Door Policy

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.

Experiential Learning Opportunities:

Students will complete two comprehensive problems. These are business simulations where the student is required to perform the accounting cycle and present financial statements for selected businesses.

Assessments:

Major Assignments:	Assessment: <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Points</u></th> <th style="text-align: center;"><u>Weights</u></th> </tr> </thead> <tbody> <tr> <td>Exams (3 exams; 100 each)</td> <td style="text-align: center;">300</td> <td style="text-align: center;">60%</td> </tr> <tr> <td>Homework problems (10 each)</td> <td style="text-align: center;">90</td> <td style="text-align: center;">18%</td> </tr> <tr> <td>Comprehensive problems (55 each)</td> <td style="text-align: center;"><u>110</u></td> <td style="text-align: center;"><u>22%</u></td> </tr> <tr> <td>Total Points</td> <td style="text-align: center;">500</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>		<u>Points</u>	<u>Weights</u>	Exams (3 exams; 100 each)	300	60%	Homework problems (10 each)	90	18%	Comprehensive problems (55 each)	<u>110</u>	<u>22%</u>	Total Points	500	100%	
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Class Participation And Attendance	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.																

Grading Points Scale:

Grade	Percent	Points
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

Course Schedule:

Class Date	Assignments	Class Discussion/Activities
Week 1: M 9/5 W 9/7	Labor Day Holiday (No Class) Introduction to Course	Introductions Overview of course & expectations
Week 2: M 9/12 W 9/14	Chapter 1 Accounting in Action	Overview of accounting reporting standards. Chapter 1 in-class problems

Week 3: M 9/19 W 9/21	Chapter 2 – The Recording Process	Review chapter 1 assignment Overview of recording or bookkeeping process Chapter 2 in-class demo problems
Week 4: M 9/26 W 9/28	Chapter 3 – Adjusting the Accounts	Review chapter 2 assignments Overview of adjustments – Deferrals and Accruals Chapter 3 in-class demo problems
Week 5: M 10/3 W 10/5	Review No on-site class (W 10/5) – Exam on Blackboard	Review chapter 3 assignments Exam: Chapters 1-3 Blackboard. Must be taken by 11:59 PM
Week 6: M 10/10 W 10/12	Chapter 4 – Completing the Accounting Cycle	Review exam 1 results Overview of the spreadsheet, closing process and a classified balance sheet. Chapter 4 in-class demo problems
Week 7: M 10/17 W 10/19	Review assignments Work on Comprehensive Problem 1	Review chapter 4 assignments Introduce Comprehensive Problems 1
Week 8: M 10/24 W 10/26	Chapter 5 – Merchandise	Overview of retailing Chapter 5 in-class demo problems Comprehensive Problem 1 due 10/26
Week 9: M 10/31 W 11/2	Chapter 6 – Inventories	Review chapter 5 assignment Overview of inventory methods FIFO, LIFO, Average and LCM. Chapter 6 in-class problems
Week 10: M 11/7 W11/9	Review No on-site class (W11/9) – Exam on Blackboard	Review Chapter 6 assignment Review Exam 2: 4, 5, 6

Week 11: M 11/14 W 11/16	Chapter 7 – Accounting Information Systems	Review Exam results Overview of AIS and Custom Journals and Ledgers Chapter 7 in-class demo problems
Week 12: M 11/21 W 11/23	Review Assignment Work on Comprehensive Problem 2	Review chapter 7 assignment Introduce Comprehensive Problem 2
Week 13: M 11/28 W 11/30	Chapter 8 – Fraud, Internal Control, Cash	Overview of fraud, protection of assets and internal controls concepts Chapter 8 in-class demo problems Comprehensive Problem 2 due 11/30
Week 14: M 12/5 W 12/7	Chapter 9 – Accounting for Receivables	Review chapter 8 assignment Overview of the receivables cycle. Chapter 9 in-class problems Review
Week 15: Finals Week	Exam 3 (Final Exam) No on-site class – Exam on Blackboard	Exam 3 over chapters 7, 8, 9 on Blackboard Due by 12/14 by 11:59 PM

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

Responsibilities	
Attending Class	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 more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	Students are expected to have read the chapter prior to the lecture. Each chapter will be explained and discussed. Concepts will be illustrated by working selected demonstration problems in class. Selected problems will be assigned as homework.

	<p>Homework problems <i>must be posted in blackboard</i> by the due date to receive full credit.</p> <p>Homework problems will be reviewed in class. The grade for assignments is based on timely attempt. Late homework will be assessed a 50% late penalty.</p> <p>Comprehensive Problems are to be completed and submitted for grading.</p> <p>Exams will be posted on Blackboard and will cover 3 chapters each. Exams will be multiple choice.</p>
Classroom Behavior & Using Electronic Devices	<p>Students are expected to treat the instructor and fellow students with respect and courtesy at all times. This means giving your full attention. No private conversations, no catching up on homework assignments, no naps.</p> <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>
Participating in Class	<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. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p>
Doing Your Own Work	<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>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	<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>

Resources	
Student Success Center:	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.
Disability Services:	Disability Services strives to meet the needs of all students by providing

	<p>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>
CCSJ Alerts:	<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: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 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.