

Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS

Term: Fall 2017 (2017-1)

Course: ACCT 499X: Senior Seminar in Accounting

Instructor Information:			
Instructor Name	George F. Grzesiowski (Mr. G) MA/MBA/ABD/CPA Professor and Program Director for Accounting		
Office Number:	516		
Phone Number:	Office: 219-473-4283 Cell: 219-716-5002 (Best)		
Email:	ggrzesiowski@ccsj.edu		
Hours Available:	Monday	7:00 AM– 8:30 AM 3:15 PM – 7:00 PM	
	Wednesday	7:00 AM – 8:30 AM 10:00 AM – 12:00 PM 3:00 PM – 7:00 PM	
	Or, by appointment		
Instructor Background: See Autobiography posted in Blackboard			

Course Information:	
Course Time:	Arranged
Classroom:	Independent Study
Prerequisites:	ACC 210-211, 300-301, Senior Standing
Required Books and Materials:	<u>Systems Understanding Aid</u>, (8th Ed.), Arens & Ward, Armond Dalton, 2012. ISBN: 978-0-912503-38-7
<p>Learning Outcomes/ Competencies: Students in this course will:</p> <ol style="list-style-type: none"> 1. Describe the form and function of the most important journals, ledgers, documents and records used by enterprises in their accounting systems 2. Develop and record the results of business activities. 3. Describe and interpret the reading and interpretation of accounting systems flowcharts. 4. Summarize internal control concepts, documentation, flow, and control of financial information from its initiation at the business document and transaction level to its summarization in the financial statements. 5. Demonstrate competency in accounting by completing a practice set. 	
<p>Course Description: This capstone course is designed to assist students in integration and critical examination of the various concepts, theories, and procedures learned in accounting. Even though most businesses now use computerized accounting systems rather than manual ones, the process followed in both systems are similar. The advantage of learning by using a manual system is the greater depth of understanding gained by going through each step in the documentation and recording system. Although computers perform some of these steps internally, accountants must understand the procedures. Through manual preparation you are able to observe the paths of information flow that are unobservable in computerized systems</p>	
<p>Learning Strategies: The course is supported by a blackboard site. The student will prepare records and financial reports for a simulated business.</p> <p>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.</p>	
<p>Experiential Learning Opportunities: Students will process documents, complete the accounting cycle (journal, ledgers, adjusting and closing) and prepare financial statements for a business simulation.</p>	

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>Weight</u></th> </tr> </thead> <tbody> <tr> <td>Journals</td> <td style="text-align: center;">100</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Ledgers</td> <td style="text-align: center;">100</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Worksheet</td> <td style="text-align: center;">100</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Documents</td> <td style="text-align: center;">100</td> <td style="text-align: center;">20%</td> </tr> <tr> <td>Adjusting</td> <td style="text-align: center;">50</td> <td style="text-align: center;">10%</td> </tr> <tr> <td>Closing</td> <td style="text-align: center;">50</td> <td style="text-align: center;">10%</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">500</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>				<u>Points</u>	<u>Weight</u>	Journals	100	20%	Ledgers	100	20%	Worksheet	100	20%	Documents	100	20%	Adjusting	50	10%	Closing	50	10%	Total	500	100%															
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Instructions	<p>Use the <u>BLUE</u> sheet for transactions. Discard the green sheet. Use option 2 to record each transaction in chronological date sequence.</p> <p>Check Figures: 12/31/2013 Unadjusted Trial Balance: \$2,115,140.33 Year End Adjustments Balance: \$1,248,869.58 Net Income: \$129,578.86 Cash: \$108,942.49 PC Trial Balance: \$709,350.49</p> <p>Note: Make sure your review II Warren's Accounting Systems and Policies on page 6-8 of the instructions book for credit terms, sales tax, inventory, payroll and other key policies.</p> <p>Allowance for Doubtful Accounts may have a debit balance after the Dec. 23 write-off.</p>																																									

	<p>There are five adjusting entries (page 14 of instructions book)</p> <ul style="list-style-type: none"> b. Depreciation c. Interest d. Bad Debt e. Inventory Adjustment (See also #5 on page 77 of reference book) f. Federal Income Tax Expense <p>Electronic Spreadsheet An electronic spreadsheet is available in blackboard.</p> <p>Do not begin the spreadsheet application until all parts of the project have been completed except WAREN'S YEAR-END PROCEDURES starting on page 14 of the Instructions, Flowcharts, and Ledgers book.</p> <p>After opening the file, you will be in the year-end worksheet portion [sheet 1] of the file. The financial statements [sheets 2, 3, and 4] and the post-closing trial balance [sheet 5] are separate sheets stacked behind this front sheet. Notice the tabs at the lower left portion of the screen identifying each of these separate sheets. Click on each one respectively to view the various schedules, named as follows [Each tab will have an A or B at the end of the tab name to designate the appropriate transactions list.]:</p> <ul style="list-style-type: none"> ➤ Worksheet ➤ Bal Sheet ➤ Inc & RE Stmt ➤ Cash Flows ➤ Post Close TB <p>The only amounts that you need to enter in the entire spreadsheet are the unadjusted trial balance amounts (Sheet 1, columns E and F), the adjusting entries (Sheet 1, columns G through J).</p> <p>After you complete all other Adjusting entries, calculate and enter income tax expense (WAREN'S YEAR-END PROCEDURE #2, part f). Cursor to pre-tax net income in Sheet 1 (Worksheet): Use this pre-tax net income to calculate income tax expense. After calculating the amount of income tax expense, cursor back to the adjustments columns (G-J) and enter this final adjusting entry.</p> <p>Once the spreadsheet is complete finish the practice set by journalizing and posting the adjusting and closing entries. Remember the Post Closing Trial Balances must match the final balances in the ledger accounts.</p>	
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	Post the spreadsheet in Blackboard and turn in hard copy of all documents Project is Due Monday 12/4/2017	
	I reserve the right to change this schedule to meet the needs of the class.	

Responsibilities	
Attending Class	Independent Study
Turning In Your Work	<p>The completed project must be submitted by the due date. You must submit:</p> <p>Journals Ledgers Document File Spreadsheet/financial statements (can be Excel submission in blackboard.)</p>
Classroom Behavior & Using Electronic Devices	The course is independent study. Contact your Professor when questions occur. Office time is available for assistance in completing the project
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; <p>Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.</p>
Participating in Class	Independent Study

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>
Tracking Your Progress	Grades will be posted in Blackboard.
Withdrawing from Class	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.

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 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.
Student Assistance Program	This free and confidential counseling service is available on-campus to help you deal with personal issues. The counseling office is in Room 301. You can reach them at 219 473-4362 (on campus) or 219-736-4067.
CCSJ Alerts:	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 .