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COURSE SYLLABUS

Term: Spring 2017 (2016-2)

Course: ACCT 499X: Senior Seminar in Accounting

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:	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Monday</td> <td>7:30 AM– 8:30 AM 10:00 AM – 1:00 PM</td> </tr> <tr> <td>Wednesday.</td> <td>7:30 AM – 8:30 AM 10:00 AM– 7:00 PM</td> </tr> <tr> <td>Or, by appointment</td> <td></td> </tr> </table>	Monday	7:30 AM– 8:30 AM 10:00 AM – 1:00 PM	Wednesday.	7:30 AM – 8:30 AM 10:00 AM– 7:00 PM	Or, by appointment	
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Instructor Background: See Autobiography posted in Blackboard							

Course Information:	
Course Time:	Arranged
Classroom:	Independent Study
Prerequisites:	ACC 210-211, 300-301
Required Books and Materials:	Systems Understanding Aid, (8 th Ed.), Arens & Ward, Armond Dalton, 2012. ISBN: 9780912503387
Learning Outcomes/ Competencies: Students in this course will:	
<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 business simulation practice set.

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

Learning Strategies:

The course is supported by a blackboard site. The student will prepare records and financial reports for a simulated business.

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 the accounting cycle for a business simulation.

Assessments:

Assessments:			
Major Assignments:	Assessment:	Points Weight	
	Journals	100	20%
	Ledgers	100	20%
	Worksheet	100	20%
	Documents	100	20%
	Adjusting	50	10%
	Closing	50	10%
	Total	500	100%

Class Participation And Attendance	Independent Study. If questions arise stop by the office during office hours or make an appointment.																																								
<p>Grading Points Scale:</p> <table border="1" data-bbox="548 380 1062 793"> <thead> <tr> <th>Grade</th> <th>Percent</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>92-100</td> <td>460-500</td> </tr> <tr> <td>A-</td> <td>90-91</td> <td>450-459</td> </tr> <tr> <td>B+</td> <td>88-89</td> <td>440-449</td> </tr> <tr> <td>B</td> <td>82-87</td> <td>410-439</td> </tr> <tr> <td>B-</td> <td>80-81</td> <td>400-409</td> </tr> <tr> <td>C+</td> <td>78-79</td> <td>390-399</td> </tr> <tr> <td>C</td> <td>72-77</td> <td>360-389</td> </tr> <tr> <td>C-</td> <td>70-71</td> <td>350-359</td> </tr> <tr> <td>D+</td> <td>68-69</td> <td>340-349</td> </tr> <tr> <td>D</td> <td>62-67</td> <td>310-339</td> </tr> <tr> <td>D-</td> <td>60-61</td> <td>300-309</td> </tr> <tr> <td>F</td> <td>59 and below</td> <td>299 & below</td> </tr> </tbody> </table>			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
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<p>Instructions</p> <p>Use the BLUE 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>																																									

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.

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.]:

- Worksheet
- Bal Sheet
- Inc & RE Stmt
- Cash Flows
- Post Close TB

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).

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.

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.

Post the spreadsheet in Blackboard and turn in hard copy of all documents

Project is Due Wednesday 4/19/2017

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

Responsibilities	
Attending Class	Independent Study
Turning In Your Work	Turn in a completed packet on date due. Submit SUA electronic worksheet in Blackboard.

Classroom Behavior	Students are expected to treat the instructor and fellow students with respect and courtesy at all times.
Participating in Class	Independent study. As needed stop by my office for help. Also stop by the office if needed to check progress.
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.</p>
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.
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: 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
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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.