



CERTIFIED BOOKKEEPER REVIEW

COURSE SYLLABUS

3-0-3.0

Date: 12/9/11

COURSE NUMBER: ACC 291

PREREQUISITE(S): ACC 102 with a grade of "C" or better.

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course is a study of the accounting principles involved in bookkeeping. Topics will include adjusting entries, correcting accounting errors, processing payroll, calculating depreciation, recording inventory and internal controls.

TEXTBOOK(S):

Mastering Adjusting Entries, AIPB, Rockville, MD
ISBN: 1884826253
Mastering Correction of Accounting Errors, AIPB, Rockville, MD
ISBN: 1884826261
Mastering Payroll, AIPB, Rockville, MD
ISBN: 1884826350
Mastering Depreciation, AIPB, Rockville, MD
ISBN: 1884826429
Mastering Inventory, AIPB, Rockville, MD
ISBN: 1884826296
Mastering Internal Controls and Fraud Prevention, AIPB, Rockville, MD
ISBN: 1884826318

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION:

This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

GRADING SYSTEM:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below - 60 = F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

GRADE CALCULATION METHOD:

Tests	=	80%
Class Assignments	=	20%
	=	<u>100%</u>

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

APPROPRIATE ONLINE BEHAVIOR:

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC

Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Director

Mr. Jon Backman
592-4842
backmanj@sccsc.edu

Program Department Chair

Mrs. Karen Ravan
592-4840
ravank@sccsc.edu

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

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- I. Process adjusting entries
 1. Identify accruals and deferrals
 2. Calculate and record adjusting entries for accrued revenue and accrued expenses
 3. Calculate and record adjusting entries for deferred revenue and deferred expenses
 4. Construct unadjusted trial balance, add/subtract adjustments and complete adjusted trial balance

- II. Correct Accounting Errors
 1. Perform bank reconciliation
 2. Find and correct errors revealed by bank reconciliation
 3. Find and correct errors in the trial balance
 4. Find and correct accrual and deferral errors discovered before books are closed

- III. Process Payroll
 - 1. Process basic payroll functions
 - 2. Produce basic payroll reports
 - 3. Make journal entries for payroll process

- IV. Calculate Depreciation
 - 1. Calculate depreciation using the straight-line method
 - 2. Calculate depreciation using the units of production method
 - 3. Calculate depreciation using the declining balance method

 - 4. Calculate depreciation using the sum-of-years digits method
 - 5. Explain the difference in depreciation for book purposes and for tax purposes

- V. Record Inventory
 - 1. Record inventory purchases and sales and determine cost of goods sold and ending inventory under the perpetual method
 - 2. Record inventory purchases and sales and determine cost of goods sold and ending inventory under the periodic method
 - 3. Compute and record cost of goods sold and ending inventory using first-in, first-out (FIFO) costing
 - 4. Compute and record cost of goods sold and ending inventory using last-in, first-out (LIFO) costing
 - 5. Compute and record cost of goods sold and ending inventory using weighted average and moving average costing
 - 6. Compute and record changes in inventory under the lower of cost or market (LCM) rule

- VI. Install Internal Controls and Fraud Prevention
 - 1. Install basic internal controls, including segregation of duties, for preventing employee theft of inventory and other noncash assets
 - 2. Determine signs of theft and the schemes that are used to steal
 - 3. Determine the basics of background checks to reduce the likelihood of theft

4. Explain how to insure or bond employees who have access to cash and how to segregate duties to minimize the chance of employee fraud or theft
 5. Install internal controls that prevent check fraud by employees or customers, how to spot counterfeit checks, and the basics of check-fraud schemes
 6. Implement internal controls that prevent credit card fraud by customers and know how to spot counterfeit credit cards
 7. Establish controls that prevent vendor fraud
- VII. Employ effective problem-solving, interpersonal, and communicating skills
1. Compute review problem solutions in a team based environment
 2. Participate in open discussions
 3. Present homework solutions to class as requested