

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 (800) 251-4299**  
**Spring, 2018**

**Course number & Name:** ACC 100 Modern Office Accounting

**Credit hours:** 4 quarter hrs.

**Method of Delivery:** Arranged

**Course Description:** An introduction to standard accounting procedures as they apply to personal, professional or small businesses entity records. Course covers the accounting cycle; including T accounts, the preparation of journal entries, the use of special journals, the trial balance, adjusting and closing entries; and preparation of financial statements.

**Prerequisite:** none

**Text:** *Accounting* 26th Edition

**Authors:** Carl S. Warren, University of Georgia, James M Reeve, University of Tennessee, and Jonathan E. Duchac, Wake Forest University.

**Publisher:** Southwestern Press, 2016. Cincinnati, Ohio

**Materials needed for this course:**

Calculator, Microsoft Word – Excel

**Topics:** The Accounting Equation; T-accounts, Debits and Credits; General Journal; General Ledger; Adjusting Entries; Work Sheets; Closing Entries; Combined Journal and Preparing Financial Statements.

**Learning Objectives:** Upon completion of this course the student will be able to:

1. Record, in column form, a group of business transactions involving all five elements of the fundamental accounting equation.
2. Recognize the effect of errors on account balances.
3. Correct entries using the ruling or correcting entry method.
4. Prepare (a) an income statement involving more than one revenue account and a net loss, (b) a statement of owner's equity with an additional investment and either a net income or a net loss, and (c) a balance sheet for a business having more than one accumulated depreciation account.
5. Prepare interim statements.

<b>Midstate Grading scale:</b>	90 - 100	A
	80 - 89	B
	70 - 79	C
	60 - 69	D
	0 - 59	F

### **Midstate Plagiarism Policy:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

### **Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu) (email).

### **Instructor: Matt Roedell.**

Phone: 692-4092 ext. 3040

e-mail: [mrroedell@midstate.edu](mailto:mrroedell@midstate.edu)

Hours: Monday: 12:30-1:30

Tuesday & Wednesday: 5:00-6:00

Thursday: 2:30-3:30

Or by appointment. Please send me an e-mail for all other meetings.

**Participation Requirements:** The material presented in this course is highly involved, and builds upon itself. Regular participation is strongly urged (twice per week is the Midstate requirement), as once a student falls behind it can be extremely difficult to catch up.

### **Examinations and Grading Information:**

There will be two examinations worth 100 pts each:

Mid-term Exam	100 points
Final Exam	100 points
Quizzes	100 points
Homework	80 points
Forum/Attendance	<u>20 points</u>
Available points	400 points

Quizzes, Exams or Homework will not be accepted if they are late.

**Methods of Evaluating Student Performance:** The objectives will be measured as the student completes quizzes, two exams and homework/class participation will constitute the student's grade in the class.

**On-Campus with an eLearning (flex) Component:** Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate by submitting substantial, gradable work.

**Weekly Summary and Discussion:** If you are unable to attend class, you **must** post to the discussion and/or summary questions in order to maintain good attendance. The Wednesday class will be counted as the discussion question and summary question. When responding to the discussion and summary questions, please respond to my post and another student's post. Please begin a new discussion thread by choosing a different topic from the chapter to discuss if another is not available. You must have at least **five (5) sentences** as your response in order to receive full credit.

**Homework, Quizzes, and Exams:** These will be taken via in class or eLearning component unless otherwise arranged. You will have until 8am on Monday of the next week to place assignments in their proper dropbox and/or take the quizzes and exams.

**ALL HOMEWORK MUST BE DONE IN EXCEL, no exceptions, it will not be accepted in any other format.**

**If quizzes or tests are taken late, they may be subject to a 10% or greater grading penalty at the discretion of the instructor.**

**\*\*\*\*\*All course points and totals are listed in the eLearning Component for each student to view their progress at any time during the course.**

### **Tentative Class Schedule:**

(\*All homework is required unless stated: D= Discussion Questions; E= Exercises; P = Problems)  
(LO = Learning Objective. This is listed only to identify which objective you are working on.)

**Week 1:** Chapter 1; Intro to Accounting & Business (LO #1)

- Please complete Pre-test
- Post an autobiography and tell us why you are taking this course
- Lecture: PowerPoint
- **Begin Chapter 1**

**Week 2:** Chapter 1; Intro to Accounting & Business (Finish Chapter 1) (LO #1)

- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- E: 1-4, 1-6, 1-8, 1-9, 1-16, 1-17
- **Weekly Summary / Weekly Discussion**

**Week 3:** Chapter 1; Intro to Accounting & Business (Finish Chapter 1) (LO #1)  
**Begin Chapter 2; Analyzing Transaction (LO #2, 4)**

- **Quiz 1: Chapter 1**
- Lecture: PowerPoint
- E: 1-19, 1-21
- **Weekly Summary / Weekly Discussion**

**Week 4:** Chapter 2; Analyzing Transaction (LO #2)

- Lecture: PowerPoint
- E: 2-4, 2-5, 2-6, 2-13
- **Weekly Summary / Weekly Discussion**

**Week 5:** Chapter 2; Analyzing Transaction (LO #2)  
**Begin Chapter 3; The Adjusting Process (LO #3)**

- **Quiz 2: Chapter 2**
- Lecture: PowerPoint
- P: 2-2A , 2-3A
- **Weekly Summary / Weekly Discussion**

**Week 6: Midterm Week (Covers Chapters 1 & 2)**

- Download and complete the **Mid-term Exam, due Monday, 8 am of Week 7.**

**Week 7:** Chapter 3; The Adjusting Process (LO #3)

- Lecture: PowerPoint
- P: 3-1A; 3-2A
- **Weekly Summary / Weekly Discussion**

**Week 8:** Chapter 3; The Adjusting Process (LO #3)  
**Begin Chapter 4; Completing the Accounting Cycle (LO #5)**

- **Quiz 3: Chapter 3**
- Lecture: PowerPoint
- P: 3-4A
- **Weekly Summary / Weekly Discussion**

**Week 9:** Chapter 4; Completing the Accounting Cycle (LO #5)

- Lecture: PowerPoint
- P: 4-1A

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- **Weekly Summary / Weekly Discussion**

**Week 10:** Chapter 4; Completing the Accounting Cycle (LO #5)  
**Begin** Chapter 5; Accounting Systems (LO #2, 5)

- **Quiz 4: Chapter 4**
- Lecture: PowerPoint
- P: 4-4A
- **Weekly Summary / Weekly Discussion**

**Week 11:** Chapter 5; Accounting Systems (LO #2, 5)

- **Quiz 5: Chapter 5**
- E: 5-3, 5-4
- **Weekly Summary / Weekly Discussion**

**Week 12: Final Exam Week**

- Complete the **Final Exam**.

**The instructor reserves the right to modify the module at any time should that action be deemed necessary.**