

BUSO 2641 - Applied Principles of Bookkeeping**Fall/Spring 2023-2024****Instructor: Dorien Grav****gravdo@hayfield.k12.mn.us 507-671-1564****HHS Business Computer Lab Room 4****Class meeting time – 1st 8:05 -8:48****INTRODUCTION**

This course is a [Riverland Community College](https://www.riverlandcc.edu/) course taught concurrently with your high school class. Upon successful completion of this course, you will earn a college grade, a high school grade, and begin building a college transcript.

COURSE DESCRIPTION/PREREQUISITES

This beginning level course introduces the basic bookkeeping cycle. Topics include transaction analysis and recording. The full range of journals, financial reports, and current bookkeeping applications, such as QuickBooks, will be used. This course is part of the Associate in Applied Science Administrative Assistant degree which is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). (3Cr –2 lecture, 1 lab) (Prerequisites: None)

REQUIRED TEXT

Century 21 Accounting, Gilbertson, Lehman 11th ed.,

MindTap Online Working Papers, Microsoft Excel

Additional Resources used Scott, Cathy. College Accounting Chapters 1-12, 13ed, Ohio: Southwestern, 2018.

MAJOR CONTENT AREAS

- General accounting equation
- Balance sheets and "T" accounts
- Bookkeeping terms: charts of accounts, assets, liabilities, etc.
- Adjusting entries and closing entries
- Accounting statements

COURSE SPECIFIC LEARNING OUTCOMES

The students will successfully:

- Analyze information and amounts given, post the amount in the correct account using bookkeeping applications, and utilize the posted information to create business statements.
- Demonstrate an understanding of bookkeeping terms.
- Process several problems which practice allocation in the correct accounts such as assets, liabilities, and owner's equity.
- Define each document and process problems correctly posting in correct accounts

INSTITUTIONAL LEARNING OUTCOMES:

Students at Riverland Community College:

1. **think critically.** "Riverland graduates unify factual, creative, rational, and value-sensitive modes of thought."
2. **are aware of the larger global community.** "Riverland graduates understand individual and group differences, and can apply cross-cultural social, economic, and political perspectives."
3. **are prepared to be ethical, engaged citizens.** "Riverland graduates can identify, discuss, and reflect upon ethical dimensions of life as responsible and productive citizens."
4. **communicate and collaborate.** "Riverland graduates are able to affectively employ different forms of communication tools and strategies collaboratively and independently"

COURSE SCHEDULE AND CREDIT HOUR BREAKDOWN

This Hayfield course meets Monday-Friday for 42 minutes each day (210 minutes of class time per week.)

In order to fulfill the objectives of this 3-credit course, students are required to participate per week in a minimum of 2 hours of lecture and 2 hours of lab on campus and 5 hours (2 hours per credit) of study outside of campus attendance.

ATTENDANCE

See Student/Parent Handbook for the most recent attendance policies. Attendance for the class is required. It is especially important that students are in class every day to develop their accounting abilities. New concepts are introduced each day and the practice time is vital. Students who are taking the class in the online learning community are expected to access the class website daily

MAKE-UP WORK

Make-up work and due dates for that work are given by the teacher upon the student's return to class with a make-up slip. Students with unexcused absences will receive no credit for work or tests missed in class the day(s) of the unexcused absence(s). Make-up work **MUST** be completed within TWO (2) school days of the absence.

It is the student's responsibility to gather and complete any missing assignments.

DISCIPLINARY PROCEDURE

We will follow the disciplinary procedure as outlined in the Student Handbook.

EXPECTATIONS AND RULES

All students are entitled to learn and develop in a setting which promotes respect for self, others, and property. Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. In addition to the Student Responsibilities and Code of Student Conduct outlined in your student handbook the following classroom rules apply:

- Respect yourself, classmates, teachers, staff, substitutes, guests, and your school.
- Be on time for class and come prepared. You will receive a tardy if you are not inside the classroom when the bell rings. (See Tardiness Policy in Handbook.)
- Cell phones are to be stored in the cell phone pocket holder during the class period unless specified by the teacher for instructional purposes only.
- Adhere to all school policies regarding dress code, attendance, etc.
- Students must keep the room and desk areas neat and clean.
- No food or beverages are allowed in the classroom or computer lab.

INSTRUCTION AND ASSIGNMENTS

Class instruction and daily assignments may include but will not be limited to, lectures, group work, discussions, vocabulary assignments, practice problems, online application problems, written assignments, mastery problems, etc. Each student is expected to complete the application problems, mastery problems, and chapter tests to assess and evaluate the student's understanding of the material covered. Assignments are completed using the MindTap online working papers with your Cengage/NGLSync login. Students may work together on daily work, but all assignments must be completed individually. Chapter tests will be given at the conclusion of each chapter. All assignments, tests, and projects given during the course of the chapter will be due on the date specified on the MindTap calendar unless specific arrangements have been made in advance with me.

Weekly homework assignments are completed online using MindTap at the NGLSync website. You will need to set up your course access on the website. Use the course code provided by the instructor to enroll in the course. By completing the online working papers in association with the classroom lectures, you will better prepare yourself for the summative exercises and exams in the course.

MindTap Assignments: Most assignments come in pairs of practice and graded (application/mastery/test) problem sets. The practice sets (working together and on your own) provide immediate feedback and an explanation of the correct answer. They are not counted toward your grade. Use them to check your understanding of the material. If you are confident, you can go directly to the graded problem set (application problems) and refer back to the practice set only if you want some additional help.

The graded problem sets have a **FIRM** due date. You can change your answers as many times as you like before the due date has passed. Once the due date passes, the grade is recorded, and you are no longer able to change answers or complete the assignment. In other words, MindTap assignments must be completed before the due date. The software does not care whether you have an excuse or not. These assignments are posted in advance. Do them early to avoid any emergencies preventing your completion before the due date. After the due date, you will be able to see the correct answers and the explanations for the graded problems.

GRADING CRITERIA/COURSE EVALUATION

Your grade is determined based upon the percentage of points you earn during the semester and the weights applied to each category. Points are earned through daily assignments, problems, chapter tests, simulations, and reinforcement activities.

Summative Assessments – 75% of Grade – Tests/Quizzes/Mastery Problems/Reinforcement Activities

Tests, mastery problems and reinforcement activities are completed online using NGLSync/MindTap. Students are to check the course outline to see when summative assignments are scheduled.

Retakes

1. Students have one opportunity to re-take summative assessments and have five school days to do so.
2. Re-takes will cover the same content but may be in a different format.
3. It is possible to retake sections of the assessment instead of the entire test.
4. Students are expected to initiate a re-take according to the instructor's schedule and must have all formative assessments completed prior to a re-take.
5. A student's re-take score is the final score for the assessment in question.

Formative Assignments – 25% of Grade – Application Problems/Other

Due by specified date and completed on NGLSync/MindTap. Due dates, along with any pertinent class information are posted on NGLSync. Daily outcomes and assignments are also posted on the white board.

Assignments are assessed based on the following submission dates:

<u>Turned in by:</u>	<u>Credit available:</u>
Due Date	Full Credit
Deadline (after due date but before chapter/unit test)	90% credit
Chapter/Unit Test (if taken within 5 days after due date)	50% credit

Missing assignments are reflected on JMC as MI which means it is late and figured in your grade percentage as a zero but can still be turned for the percentage listed above.

The points you earn are translated to a letter grade based upon the following grading scale:

100 – 94%	A	83 – 80%	B-	69 – 67%	D+
93 – 90%	A-	79 – 77%	C+	66 – 64%	D
89 – 87%	B+	76 – 74%	C	63 – 60%	D-
86 – 84%	B	73 – 70%	C-	below 60%	F

Semester Grade Calculation

Quarter 1 or 3 Grade	45%
Quarter 2 or 4 Grade	45%
Comprehensive Final Exam	10%
<i>One or more part exams are included in the final.</i>	

EXPECTATIONS FOR STUDENT USE OF E-MAIL

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with college-related communications. Students have the responsibility to recognize that certain communications may be time critical. For efficiency purposes please include your name and the name of the course in the subject line when emailing the instructor.

ACADEMIC INTEGRITY STATEMENT

Plagiarism/Academic Integrity—it is expected that you will do your own work. Plagiarism will not be accepted. Refer to your "Student Handbook" for the College's guidelines on this topic. Students in violation of the district's academic dishonesty policy will have 5 school days to complete an alternative assessment. Time and location of the alternative assessment are set by the instructor. Choosing not to complete the alternative assessment will result in a zero.

AFFIRMATIVE ACTION STATEMENT

Riverland Community College is an affirmative action, equal opportunity employer and educator accredited by North Central Association of Colleges and Schools. Individual college programs accredited by associated professional organizations. For more information, go to <http://www.riverland.edu/policy/Equal-Opportunity-Nondiscrimination-Policy-1000.pdf>.

STUDENT SERVICES

Riverland provides a plethora of academic and support services to help students succeed. Please see information of available resources at www.riverland.edu/student-services/

If at any time during the semester you are having difficulties or are thinking about withdrawing from the class, please let your faculty, advisor or student services staff know immediately so we can help. You may also contact Mrs. Tracie Bestor, Hayfield school counselor directly or by e-mail at tbestor@hayfield.k12.mn.us to schedule a counseling appointment.

BASIC NEEDS

We recognize that some of our students have basic needs - including things like food, housing, and transportation – which can have a direct impact on the well-being and success of our students. To assist our community in meeting these needs, we've compiled many resources at <https://www.riverland.edu/student-services/student-basic-needs-resources/>. United Way 2-1-1 provides **free and confidential** health and human services information for people in Minnesota. We're here 24 hours a day, 7 days a week to connect you with the resources and information you need. Just call 211 or go to www.211unitedway.org.

ACCESSIBILITY SERVICES

Riverland Community College is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Accessibility Services (AS) to establish eligibility and learn about related processes before accommodations are identified. After eligibility is established, AS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review the contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at: <https://www.riverland.edu/student-services/accessibility-services/> by contacting AS staff by email at accessibility@riverland.edu, or by calling 507-433-0801. Accessibility Services is a unit in the Division of Student Affairs and is located at Riverland Community College, East Building, Room N110. *This syllabus is available in alternate formats upon request.

ACCOMMODATIONS/DISABILITIES POLICY

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course. Contact your instructor immediately if there is anything that will prevent you from participating fully in this class. Riverland Community College, a proud member of the Minnesota State, is an affirmative action, equal opportunity educator and employer.

ADVOCACY, SOCIAL, MENTAL HEALTH & COUNSELING

If you are having personal difficulties or problems preventing you from being successful, contact the Riverland student advocacy team by e-mail at counselors@riverland.edu or call 1-800-247-5039 or 507-433-0600 to schedule an appointment. <http://www.riverland.edu/counseling-services/>

TUTORING, MATH CENTER, and WRITING CENTER

Academic support is free and available online through Tutor.com or individually or in small groups on campus. Stop in or schedule an appointment. <https://www.riverland.edu/student-services/tutoring-services/>

VETERANS' STATEMENT

Riverland is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with schedule course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Veterans' Services Office.

For further information on this, refer MnSCU Procedure 5.12.1 Military Service and Disabled Veterans at <http://www.minnstate.edu/board/procedure/512p1.html>. If you are a service member or veteran, please contact the Veterans Services Office at 507-379-3323 or linda.wasmoen@riverland.edu for information regarding educational benefits and opportunities.

EMERGENCY PROCEDURES

Fire Drill/Emergency Evacuation Fire drills are held periodically during the school year. An evacuation plan is posted in each area of the building. The signal to leave the building is a continuous series of blasts from the alarm system. Whenever this occurs, everyone is to leave the building immediately in an orderly manner. When exiting, move away from the building for safety purposes, so others may exit.

Tornadoes & Severe Thunderstorms In the event of severe weather, students should proceed to the sheltered area of the building illustrated on the severe weather plan posted in each area of the building. Students should take particular care to avoid areas with glass and windows.

Emergency plans are posted on the board in the classroom and throughout the building.

Course requirements and schedule are subject to change without notice at the instructor's discretion.

CURRICULUM MAP/COURSE OUTLINE

Semester 1		
Unit	Chapter	Topic
1	1	Starting a Proprietorship: Changes That Affect the Accounting Equation
	2	Analyzing Transactions into Debit and Credit Parts
	3	Journalizing Transactions
	4	Posting to a General Ledger
	5	Cash Control Systems
	Reinforcement Activity 1-Part A	
	6	Work Sheet and Adjusting Entries for a Service Business
	7	Financial Statements for a Proprietorship
	8	Recording Closing Entries and Preparing a Post-Closing Trial Balance
2	Reinforcement Activity 1-B	
	9	Accounting for Purchases and Cash Payments
	10	Accounting for Sales and Cash Receipts
	11	Accounting for Transactions Using a General Journal
	12	Preparing Payroll Records
	Semester Final (Part 1)	

Semester 2		
Unit	Chapter	Topic
2	13	Accounting for Payroll and Payroll Taxes
	Reinforcement Activity 2-A	
	14	Accounting for Uncollectible Accounts
	15	Preparing Adjusting Entries and a Trial Balance
	16	Financial Statements and Closing Entries for a Corporation
	17	Financial Statement Analysis
	Reinforcement Activity 2-B	
3	18	Acquiring Capital for Growth and Development
	19	Accounting for Plant Assets, Depreciation, and Intangible Assets
	20	Accounting for Inventory
	21	Accounting for Accruals, Deferrals, and Reversing Entries
	22	End-of-Fiscal-Period for a Corporation
4	23	Accounting Partnerships
	24	Recording International and Internet Sales
Semester Final (Parts 2, 3, 4)		