

H. COUNCILL TRENHOLM STATE COMMUNITY COLLEGE

COURSE SYLLABUS

Fall Term, 2018
Office Administration Program

COURSE NUMBER AND NAME: OAD 135 Financial Record Keeping

MEETING DAYS/TIMES: M/W 10:00 -11:35 a.m.

COURSE LOCATION: Macon County Career & Technical Education Center, Annex Rm 107

INSTRUCTOR'S NAME: William C. Turner

OFFICE HOURS AND LOCATION: Posted on Office door

TELEPHONE NUMBER: (334) 724-1236, ext. 12091

E-MAIL ADDRESS: wturner@trenholmstate.edu

COURSE DESCRIPTION: This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion, the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

CREDIT HOURS: 3 **CONTACT HOURS:** 3

PREREQUISITE: None

REQUIRED MATERIALS (*Student's responsibility – Students will not be allowed to participate in this course without these required materials.*):

REQUIRED TEXTBOOK: College Accounting (A Contemporary Approach) 4th Edition, Haddock, Price & Farina, McGraw-Hill 2016.

OTHER REQUIRED MATERIALS: Flash drive, notebook, paper, pencil, pen

REQUIREMENTS FOR LAB/SHOP/CLINICAL PARTICIPATION:

COURSE PARTICIPATION POLICY: Each student is expected to participate in all assigned course activities. In order to receive credit for a course, a student must attend 85% of the scheduled class meetings. Instructors must unofficially withdraw (drop) students who are absent in excess of 15% of the scheduled class meetings. Any combination of three tardy arrivals to or early departures from class will count as one missed class meeting. The following table shows the maximum number of unexcused absences per term:

Class Meetings Per Week	Allowed Absences	Allowed Absences
	Fall or Spring Semester	Summer Semester
1	2	1
2	5	3
3	7	4
4	10	6
5	12	7
6	14	9

If a student is unofficially withdrawn (dropped) from a course for breaking the attendance policy prior to 70% of the term being completed, a grade of “W” will be assigned. If a student is withdrawn (dropped) for breaking the attendance policy after 70% of the term has been completed, a grade of “WF” will be assigned. Refer to the semester Course Schedule for the specific 70% date (listed as “Last Day to Withdraw without Academic Penalty”).

STUDENT LEARNING OUTCOMES: A student who successfully completes this course should be able to:

1. Identify and apply Generally Accepted Accounting Principles (GAAP).
2. Apply the steps of the accounting cycle.
3. Post and analyze transactions using ledgers and journals.
4. Record adjusting entries for prepaid expenses and unearned revenue.
5. Complete an adjusted trial balance.
6. Perform a bank reconciliation.
7. Explain the purpose of the sales journal and the Accounts Receivable ledger and postentries to both.
8. Record the costs associated with the acquisition of property, plant, and equipment.
9. Explain the purpose of and prepare entries for the purchase order journal and accounts payable (A/P) ledger.
10. Identify the fundamental principles of an accounting information system.

EVALUATION: Students will be evaluated on their achievement of the identified Student Learning Outcomes with the following assessments:

1. Understand how to prepare journal entries: basic, adjusting, correcting and closing entries
2. Understand how to analyze and read financial statements.
3. Understand the scope and limitations of financial statements.
4. Demonstrate this understanding via homework and tests.
5. Present analyses of ethical issues.

GRADING:

The final grade for this course will be calculated according to the following criteria:

Assessment Category	Weighting Percentage
Workbook Assignments (e-financial portfolio)	25%
Test (Mid-Term & Final)	40%
Research Project	10%
Case Studies	15%
Work Ethics	10%
Total	100%

Final letter grades for the course will be assigned according to the following scale:

Letter Grade	Scale	Letter Grade	Scale
A	<u>90-100</u>	F	59-below
B	<u>80-89</u>	W	N/A
C	<u>70-79</u>	WF	N/A
D	<u>60-69</u>	I	N/A

MAKE UP WORK: Absences, whether excused or not, do not relieve students of the responsibility for assignments and/or material covered during classes missed. Instructors are not obligated to re-cover material, re-issue assignments, or give make up tests due to a student's absence.

LIBRARY RESOURCES AND ASSIGNMENTS: The college library will serve as an important resource for graded research assignments for this and other classes offered by the College. The Trenholm State Community College library is located on the 1st floor of the Library Tower at 3086 Mobile Highway. A branch of the library is located on the Patterson campus in room 101E of Building E. You can visit the library's website by clicking on the link on the college website homepage or by going directly to the website through your internet browser by typing in the following address:

<http://www.trenholmstate.edu/academics/college-library.cms>

MIDTERM REVIEW: Students will meet with the instructor at midterm to review their grades for the course. Any student who has below a "C" average will work with the instructor to develop a plan for improving that class average.

DISCLAIMER: The course syllabus provides a general plan for the course; changes may be necessary pending intervening circumstances that in the judgment of the instructor require the addition or deletion of material and/or assignments. Any changes shall be communicated to the students in a timely manner.

DEPARTMENTAL/INSTRUCTOR CLASS POLICIES

The following policies have been adopted by the instructor of the course and/or the academic department to make the class environment as conducive to learning as possible. These policies are designed to ensure that all students are treated equitably and held to standards that will adequately prepare them for further academic study and/or professional success.

1. All class assignments including homework and computer lab/projects are due at the beginning of class on the specified date. Late assignments will be lowered one full grade and will not be accepted beyond one week of the original due date.
2. .Students are responsible for the study of all assigned topics in the class. The Instructor is not responsible for reviewing any material, and administering any make-up test, or reissuing assignments missed due to the student being absent. Students are encouraged to bring to the instructor any unresolved problems.
3. Students are NOT allowed to eat, drink, chat on-line, or disturb in any way instruction\study in the classroom or computer lab. Cellular phones and pagers are NOT to be used in class, if you have them they must remain OFF or on vibrate the entire class period; also, children are NOT allowed in class.
4. It is the responsibility of the student to complete satisfactorily all homework assignments.

INSTITUTIONAL POLICIES

DISABILITY POLICY

H. Council Trenholm State Community College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

It is the policy of H. Council Trenholm State Community College to provide special assistance and accommodations to those students who require assistance in testing, course and program planning, and registration. If you have any type of disability that may require accommodations to succeed in this course or this program, it is your responsibility to inform your instructor and/or the ADA Coordinator so that you and he or she can plan for such accommodations. You may inform your instructor after class, or you may contact the ADA coordinator on your campus.

SEXUAL HARASSMENT POLICY

H. Council Trenholm State Community College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. Therefore, the College will not tolerate any verbal or physical conduct that constitutes sexual harassment of any employee or student. Such behaviors are prohibited by Federal regulations, which state:

“Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

H. Council Trenholm State Community College deplors such conduct as an abuse of authority, and thus it is an official institutional policy that sexual harassment of employees and/or students will not be tolerated. The College accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful environment. The administration of the College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid.

Complaints about sexual harassment should be registered in the office of the Title IX Coordinator on your campus.

ACADEMIC DISHONESTY POLICY

The primary goal of H. Council Trenholm State Community College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions that deter or discourage intellectual growth and development are deplored. Therefore, ‘Academic Dishonesty’ is defined as follows:

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawing, etc.);

copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.

2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without indicating that source.
3. Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work.

Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must bring charges against a student in writing. A faculty member shall not give the grade 'F' or any punitive punishment for academic dishonesty unless guilt is established through the due process procedure.

WORK ETHICS PROGRAM

Trenholm State Community College promotes employability skills in its students through participation in the Work Ethics Program. Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten work ethics traits identified are stated below.

1. **Attendance:** Attends class, arrives/leaves on time; notifies instructor in advance of planned absences; and makes up assignments punctually.
2. **Character:** Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.
3. **Teamwork:** Respects rights of others; is a team worker; is cooperative; is assertive; displays customer service attitude; seeks opportunities for continuous learning; and displays mannerly behavior.
4. **Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette.
5. **Attitude:** Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.
6. **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; and follows directions and procedures.
7. **Organizational Skills:** Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
8. **Communication:** Displays appropriate nonverbal and verbal skills.
9. **Cooperation:** Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows chain of command.
10. **Respect:** Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind.

WORK ETHICS EXPECTATIONS FOR STUDENTS

As a student you are expected to:

- ❖ Attend each scheduled class period and be in class on time.
- ❖ Complete assignments on time.
- ❖ Prepare for class by reading assignments, completing homework, and bringing to class all necessary supplies and/or equipment. Evidence of this will be class presentation, instructor observations, lab assignments, and testing and evaluation.
- ❖ Demonstrate proper use of time by beginning and ending work as expected, observe policies on break and lunch periods, and use work time appropriately.
- ❖ Encourage and facilitate cooperation, pride, trust, and group identity as well as foster commitments and team spirit.
- ❖ Display a high level of effort and commitment to performing work, operate effectively within the defined structure, and demonstrate trustworthiness and responsible behavior.
- ❖ Participate in activities by contributing to class discussions, completing assignments, and being involved in lab activities.
- ❖ Observe established policies on safety and notify proper authorities of circumstances or situations that present potential safety hazards.
- ❖ Use all equipment and tools in a safe and proper manner. Do not use or knowingly permit others to use tools and equipment improperly.
- ❖ Present a neat, clean appearance, dress appropriately, practice personal hygiene, and wear clothing suitable to the job task and environment based on customers served.
- ❖ Communicate accurate information to others in a professional and courteous manner, convey a willingness to assist, work to resolve conflicts and to identify solutions in which all parties benefit, and demonstrate concerns for treating people fairly and equitably.
- ❖ Display a willingness to cooperate and accept constructive feedback. Treat your instructor and classmates with respect, courtesy and tact.

STATEMENT OF RECEIPT BY STUDENT

I certify that my instructor has provided me with a copy of the syllabus for this course. I certify that I have been advised of the course content and course requirements; Additionally, I certify that I have read the course participation, disability, sexual harassment, and academic dishonesty policies.

OAD135/Financial Record Keeping

Student's Name (please print legibly)

Course Number/ Course Name

Student's Signature

Date

STUDENT LEARNING OUTCOMES

MODULE A – ACCOUNTING EQUATION		
MODULE DESCRIPTION – The purpose of this module is to teach the students to explain the accounting equation and the interaction of its elements. Topics include accounting processes, ownership structures, career opportunities, and accounting elements.		
PROFESSIONAL COMPETENCIES	PERFORMANCE OBJECTIVES	KSA
A1.0 Explain the accounting equation and the interaction of its elements.	A1.1 This competency is measured cognitively.	B
LEARNING OBJECTIVES		KSA
A1.1.1 Define accounting.		A
A1.1.2 Describe the purpose of accounting.		B
A1.1.3 Describe the accounting process.		b
A1.1.4 Define three types of business ownership structures.		B
A1.1.5 Identify career opportunities in accounting.		A
A1.1.6 Define the accounting elements.		A
A1.1.7 Construct the accounting equation.		c
MODULE A OUTLINE:		
<ul style="list-style-type: none"> • Definition of accounting • Purpose of accounting • Description of the accounting process • Types of Ownership structures <ul style="list-style-type: none"> – Sole Proprietorship – Partnership – Corporation • Career Opportunities in accounting • Accounting Elements <ul style="list-style-type: none"> – Assets – Liabilities – Owner's Equity <ul style="list-style-type: none"> ○ Capital ○ Drawing ○ Revenue ○ Expenses • Construction of the Accounting Equation 		

MODULE B – BUSINESS TRANSACTIONS		
MODULE DESCRIPTION – The purpose of this module is to teach the students to analyze and record business transactions. Topics include the effects of transactions on the accounting equation, effects of debits and credits on accounts, the process of recording transactions, worksheet preparation, and posting transactions.		
PROFESSIONAL COMPETENCIES	PERFORMANCE OBJECTIVES	KSA
B1.0 Analyze and record business transactions.	B1.1 Document various business transactions according to specifications.	2b
LEARNING OBJECTIVES		KSA
B1.1.1 Analyze business transactions.		C
B1.1.2 Describe how to record business transactions in a journal.		b
B1.1.3 Describe how to show the effects of business transactions on the accounting equation.		b
B1.1.4 Describe the flow of data from source documents through the trial balance.		b
B1.1.5 Explain how to post transactions to the general ledger.		b
B1.1.6 Explain how to prepare a worksheet.		b
B1.1.7 Describe how to journalize and post entries.		b
MODULE B OUTLINE:		
<ul style="list-style-type: none"> • Effects of transactions on the accounting equation <ul style="list-style-type: none"> – Increases in an account – Decreases In an account • Effects of debits and credits on specific types of accounts • Process of recording transactions in a journal • Preparation of a worksheet • Process of posting transactions to a general ledger 		

MODULE C – PREPARATION OF FINANCIAL STATEMENTS		
MODULE DESCRIPTION – The purpose of this module is to teach the students to prepare various types of financial statements. Topics include income statements, owner’s equity statements, and balance sheets.		
PROFESSIONAL COMPETENCIES	PERFORMANCE OBJECTIVES	KSA
C1.0 Prepare financial statements.	C1.1 Prepare financial statements according to instructors specifications.	2b
LEARNING OBJECTIVES		KSA
C1.1.1 Describe how to prepare income statements.		b
C1.1.2 Describe how to prepare owner’s equity statements.		b
C1.1.3 Describe how to prepare balance sheets.		b
C1.1.4 Identify the essential elements financial statements.		B
C1.1.5 Explain the various considerations contributing to accuracy, reliability, and confidentiality.		B
MODULE C OUTLINE:		
<ul style="list-style-type: none"> • Preparation of Income Statement • Preparation of Statement of Owner’s Equity • Preparation of the Balance Sheet 		

LEARNING OUTCOMES TABLE OF SPECIFICATIONS

The table below identifies the percentage of learning objectives for each module. **Instructors should develop sufficient numbers of test items at the appropriate level of evaluation.**

	Facts/ Nomenclature A/a	Principles/ Procedures B/b	Analysis/ Operating Principles C/c	Evaluation/ Complete Theory D/d
Module A	43%	43%	14%	
Module B		86%	14%	
Module C		100%		

Knowledge, Skills, and Attitudes (KSA) Indicators			
	Value	Key Word(s)	Definition
Performance Ability	4	Highly Proficient	Performs competency quickly and accurately. Instructs others how to do the competency.
	3	Proficient	Performs all parts of the competency. Needs only a spot check of completed work.
	2	Partially Proficient	Performs most parts of the competency. Needs help only on hardest parts.
	1	Limited Proficiency	Performs simple parts of the competency. Needs to be told or shown how to do most of the competency.
Knowledge of Skills	d	Complete Theory	Predicts, isolates, and resolves problems about the competency.
	c	Operating Principles	Identifies why and when the competency must be done and why each step is needed.
	b	Procedures	Determines step-by-step procedures for doing the competency.
	a	Nomenclature	Names parts, tools, and simple facts about the competency.
Knowledge	D	Evaluation	Evaluates conditions and makes proper decisions about the subject.
	C	Analysis	Analyzes facts and principles and draws conclusions about the subject.
	B	Principles	Identifies relationship of basic facts and states general principles about the subject.
	A	Facts	Identifies basic facts and terms about the subject.
Affective	*5	Characterization by Value	Acting consistently with the new value
	*4	Organization	Integrating a new value into one's general set of values, giving it some ranking among one's general priorities
	*3	Valuing	Showing some definite involvement or commitment
	*2	Responding	Showing some new behaviors as a result of experience
	*1	Receiving	Being aware of or attending to something in the environment
<p>Alpha Scale Values - Any item with an upper case letter (A, B, C, D) by itself is taught as general information on a topic. This information may be related to the competency or encompass multiple competencies. Examples might include mathematical computations or knowledge of principles such as Ohm's Law.</p> <p>A lower case letter indicates a level of "Knowledge of Skills." Individuals are taught information pertaining to performing a competency. These may be indicated alone or in conjunction with a numerical scale value. A lower case letter by itself indicates the individual is not required to perform the task-just know about the task. (example: Can state or explain procedures for doing a task).</p> <p>Numerical Scale Values - The numbers reflect the levels the individual will be able to perform a competency. Number values are always accompanied by lower case letters (i.e. 1a, 2b, 3c...etc.) in order to specify the level of knowledge of skills associated with the competency.</p> <p>Example: An individual with a competency with a scale indicator of 3b has received training of knowledge of skills whereby he or she can determine the correct procedures and perform with limited supervision; only requiring evaluation of the finished product or procedure.</p> <p>Asterisk items indicate desired affective domain levels and are used to indicate the desired level for a given competency. They may be used independently or with other indicators (i.e. 1a-*1, 2c-*3). If used with another indicator, separate with a hyphen.</p> <p>NOTE: Codes indicate terminal values.</p>			