



ACCT 127 Business Applications in Acct section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Provides an essential foundation of the complete accounting cycle for a small business enterprise and a practical understanding of business financial statements. Includes an overview of the preliminary analysis of financial statements including the balance sheet, the income statement, and the statement of cash flows.

Prerequisites: course prereqs

Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, the student will be able to...

1. Apply appropriate accounting principles to business transactions per Generally Accepted Accounting Principles (GAAP)
2. Demonstrate an understanding of financial terminology
3. Analyze business transactions, their effects on the financial statements, and the interrelationships of the financial statement involving:
 - a. Cash transactions
 - b. Receivables and net realizable value
 - c. Inventory
 - d. Current and Long-term liabilities
 - e. Stockholder's equity

4. Illustrate the differences between cash and accrual basis accounting
5. Explain the need and types of internal cash controls.
6. Explain the importance of working capital and cash management.
7. Perform banking reconciliation procedures.
8. Perform basic financial statement review and analysis using the income statement, balance sheet and statement of cash flows.

SPECIFIC LEARNING OUTCOMES

1. Identify and define financial and accounting terminology
2. Define and characterize account types such as: asset, liability, owners' equity, revenue, and expense accounts.
3. Define debits and credits and understand their role in double-entry accounting using T-accounts as a tool.
4. Record transactions in the basic and expanded accounting equation.
5. Set up and determine appropriate accounts for companies' chart of accounts.
6. Demonstrate transactional analysis and use of key accounts according to the rules of debit and on credit.
7. Journalize transactions: provide analysis and record business transactions into a general journal.
8. Demonstrate posting process.
9. Complete the adjusted trial balance worksheet and prepare the income statement and balance sheet sections of the worksheet.
10. Explain adjusting and closing entries, journalize adjusting entries.
11. Define, identify, and demonstrate the impact of adjusting entries on financial statements
12. Complete the accounting cycle including trial balance, worksheet, adjustments, and closing entries for a small business.
13. Demonstrate use of journalizing and posting.
14. Identify the form and function of accounts receivable and accounts payable.

15. Record and post cash receipts and payments transactions.
16. Reconcile the bank statement and complete subsequent journal entries.
17. Explain the articulation between financial statements using financial statement analysis.
18. Identify common performance measures from the financial statements.
19. Compare financial statement information of a small business to industry standards.

Required Texts and/or Materials

College Accounting - A Contemporary Approach (SmartBook),
ISBN: 9781264355723
Author: Haddock
Publisher: McGraw Hill
2020
5th Ed.

How To read A Financial Report
ISBN: 978-1118735848
Author: John Tracy
Wiley Publishing
8th Ed

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Method of study: For this Accounting Course two textbooks will be required; How to Read a Financial Report, John Tracy, Wiley Publishing, **AND** College Accounting – A Contemporary Approach (Smart Book), Haddock 5e. This eBook uses McGraw Hill Connect. The first lesson in Canvas includes video instructions on navigating Connect. You may choose not to buy a print edition of this text since Connect contains the full reading experience. Please be aware if you purchase a used textbook you will still need to purchase Connect access to complete required assignments that make up 60% of your total course grade.

Connect is an easy-to-use homework and learning management system that embeds learning science and award-winning adaptive tools to help you get the best results in this course. It is designed to create a personalized pathway for your success, making every minute you study more effective. Using adaptive technology, Connect pinpoints exactly what you know and don't know yet, and seamlessly offers up learning resources in real time to help you focus your study time. Connect contains the interactive eBook and study tools, giving you anytime access to course resources and assignments.

Self-Direction, Personal Initiative, Direct participation and Frequent Interaction are the ingredients of successful learning. Students will be expected to schedule substantial time each week to: Complete SmartBook reading Assignments, complete the Connect LearnSmart self-study assignments, view the selected videos and interactive lessons, and participate in all activities and classroom discussions per the course schedule. This means students will need to take the initiative to read the assigned Chapters and the Assignment Instructions and complete them per the course schedule.

Assignments:

Canvas Course Website: It is your responsibility to review the course website (Canvas) daily throughout the four-week course. Review new Comment in Canvas Inbox, new Announcements and upcoming assignments, review discussion, view Micro Lectures and Support videos, in addition to other readings.

All assignments will be completed and submitted through this Canvas course website. Students should access through Canvas for Connect Smart-Book reading to complete Self Study assignments and Quizzes. Your grade reports are also continually updated and available on Canvas.

Reading: Students are expected to read the appropriate chapters prior to the date assigned on the Course Schedule. Study the information to the extent that you can complete the Self-study assignment questions, and also discuss the business concepts, purpose, process, procedures, rational, implications, etc...

Self-study Assignments (LearnSmart): are assigned in McGraw Hill Connect (MHC) and will require an average of 55 minutes of self-study time for each chapter. These Self-study assignments use the Learn Smart system that will survey your knowledge after reading the assigned chapter and then assist students to learn what information they are missing.

Students are expected to complete the Self-study assignments per the Course Schedule. The self-study assignments will direct 20% of the course grade.

Projects: Separate assignment instructions give the specific details of these assignments. The Accounting Projects are worth 25% of the course grade.

Interactive Discussions: A Collaborative Group discussion will be utilized in this class. This is identified as a Peer to Peer discussion board. The discussion boards will require multiple-weekly postings with significant writing and personal video posts. This is intended to help students collaborate, create community and enable student to internalize the course material to provide a deeper understanding. Group discussion grading will be determined by the Quality of the posts and replies with your classmates. This assignment is worth 15% of the course grade.

Exams and Quizzes:

Chapter Quizzes and Module Exams over the course material will be delivered via McGraw Hill Connect. These assignments will be open notes and open book. The students' will have up until the scheduled due date to complete the quiz. The quizzes will be worth 20% of the course grade.

Final Exam: will be given and be comprehensive in nature and directed from the syllabus. The exam will have 50-70 questions. The exam may include multiple-choice, true/false, fill-in-the-blank, short answer questions and accounting problems. The final exam will be worth 20% of the course grade.

Late Work and Makeup Quizzes, Exams:

LATE WORK for Self- studies, Quizzes and Module Exams will receive a point deduction of 10% per hour the submission is late. Homework assignments (Exercises, Problems, General Ledger, and Critical Thinking problems) will have 5% deductions assessed for each hour late. Project assignments will NOT be accepted late without prior approval and that approval is not guaranteed. Late Work involving others students (i.e. discussion postings) will not be accepted. MAKEUP Quizzes and Exams will not be offered.

Study Assistance:

If you would like additional assistance in the study skills and the writing skills that are required for this course, the Student Success Center has tutors that can assist you. See: Did You Know Achievement Center Flyer

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services: disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Course Time Commitment

For SJC courses students should expect to spend considerable time reading and studying as well as completing assignments each week. The standard for 16 week courses is 6-9 hours outside of class for a 3-credit face to face course and 9-12 hours per week for online courses. (Double the time per week for 8 week courses.)

Grading

Final grades are calculated based on the following...

Key Dates to Remember

[Full Academic Calendar](#)

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with

anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault,

or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. **Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of

attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)