

CHATTANOOGA STATE COMMUNITY COLLEGE  
CHATTANOOGA, TENNESSEE  
BUSINESS AND INFORMATION SYSTEMS DIVISION

**COURSE SYLLABUS**

**BU 299 Special Topics in Accounting  
Bookkeeper Certification Review**

**Instructor: Nancy Tyler**  
**Phone: 423-697-4752**  
**E-mail: Available in eLearn**

**Class Hours/Credit Hours: 3/3**  
**Semester: Fall 2010**  
**Room: Omin B-118**

**Catalog Course Description**

This course prepares student to pass the national exam to become a certified bookkeeper through the American Institute of Professional Bookkeepers.

**Prerequisite:** BU 114 Principles of Accounting I

**Textbook/Materials**

Certified Bookkeeper Workbook published by the American Institute of Professional Bookkeepers  
Mastering Adjusting Entries ISBN 1-884826-25-3  
Mastering Correction of Accounting Errors ISBN 1-884826-26-1  
Mastering Inventory ISBN 1-884826-29-6  
Mastering Internal Controls and Fraud Prevention ISBN 1-884826-31-8  
Mastering Payroll ISBN 1-884826-47-4  
Mastering Depreciation ISBN 978-1-884826-42-9  
A four-function hand-held calculator is required.

**Topics:**

1. Adjusting Entries
2. Journal Entries for Correction of Accounting Errors
3. Inventory
4. Internal Controls and Fraud Prevention
5. Payroll
6. Depreciation

**Course Delivery Format**

**Standard Format**

This course is delivered in the traditional format. On-line activities, assignments, quizzes/exams, and communication will be required.

## Program Student Learning Outcomes (PSLO) and Course Student Learning Outcomes (CSLO)

**PSLO1:** Perform steps in the accounting cycle.

**CSLO1:** Prepare adjusting entries for a business in compliance with Generally Accepted Accounting Principles (GAAP).

**CSLO2:** Prepare journal entries for correction of accounting errors.

**PSLO2:** Account for assets, liabilities, and equity of a business, complying with GAAP.

**CSLO3:** Account for inventory of a business in compliance with Generally Accepted Accounting Principles.

**CSLO4:** Demonstrate an understanding of internal controls and fraud prevention.

**CSLO5:** Explain and perform payroll functions including paying wages and withholding, depositing, and reporting payroll taxes.

**CSLO6:** Calculate and record depreciation under Generally Accepted Accounting Principles and Federal Income Tax laws.

**PSLO7:** Demonstrate competence in tax planning and compliance for businesses and individuals.

**CSLO5:** Explain and perform payroll functions including paying wages and withholding, depositing, and reporting payroll taxes.

**CSLO6:** Calculate and record depreciation under Generally Accepted Accounting Principles and Federal Income Tax laws.

### Additional Indicators of Student Acquisition of CSLOs

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

1. Demonstrate an understanding accruals and deferrals. (CSLO1)
2. Calculate and record adjusting entries for accrued revenue and expenses. (CSLO1)
3. Calculate and record adjusting entries for deferred revenue and expenses. (CSLO1)
4. Prepare a bank reconciliation and find and correct the errors revealed. (CSLO2)
5. Locate and correct errors in the trial balance. (CSLO2)
6. Locate and correct current period accrual and deferral errors. (CSLO2)
7. Record inventory purchases and sales and determine cost of goods sold and ending inventory using a perpetual inventory system. (CSLO3)
8. Record inventory purchases and sales and determine cost of goods sold and ending inventory using a periodic inventory system. (CSLO3)
9. Compute and record cost of goods sold and ending inventory using first-in, first-out (FIFO), last-in, first-out (LIFO), and weighted-average costing. (CSLO3)
10. Compute and record changes in inventory under the lower of cost or market (LCM) rule. (CSLO3)
11. Install basic internal controls. (CSLO4)
12. Demonstrate an understanding of the basics of background checks on applicants, bonding employees, and segregating duties to minimize the chance of employee fraud or theft of cash. (CSLO4)
13. Implement internal controls to prevent check fraud by employees or customers and credit card fraud by customers. (CSLO4)
14. Implement controls to prevent vendor fraud. (CSLO4)
15. Carry out the basic payroll function, including paying wages, withholding, depositing and reporting taxes, and preparing federal forms. (CSLO5)
16. Demonstrate an understanding of basic reporting of wages and taxes and the correct use of government forms. (CSLO5)

17. Record journal entries for payroll distribution, payroll-related expenses, payroll liabilities, and remittance of employer taxes. (CSLO5)
18. Calculate and record depreciation of long-term assets under the straight-line, units of production, declining balance, and sum-of-the-years'-digits methods for financial reporting. (CSLO6)
19. Calculate and record depreciation of qualified assets for tax purposes. (CSLO6)

## Assessment

### Exams:

Six exams will be administered during the semester. Students are required to correct mistakes on exams and retake any exam on which they score below 70 percent. The two scores will be averaged in the calculation of the course grade for any exams retaken. Exam dates are listed in the class schedule.

Exam 1 – Adjusting Entries

Exam 2 – Journal Entries for Correction of Accounting Errors

Exam 3 – Inventory

Exam 4 – Internal Controls and Fraud Prevention

Exam 5 – Payroll

Exam 6 – Depreciation

### Assignments:

Students are required to complete the AIPA workbook for each topic. Additional exercises and problems will also be assigned. Assignments must be completed by the due date to receive credit.

The class schedule is available on the eLearn course home page and is subject to change at the discretion of the instructor. It is the ***student's responsibility*** to check the class schedule on a regular basis for assignment due dates and exam dates.

Exams	600 points
Assignments, Participation, etc.	<u>60 points</u>
Total Possible Points	600 points

### Grading Scale

90-100%	=	A
80-89%	=	B
70-79%	=	C
65-69%	=	D
Below 65%	=	F

## Alignment of Assessments with Course Student Learning Outcomes:

CSLO 1	CSLO 2	CSLO 3	CSLO 4	CSLO 5	CSLO 6
Exam 1 Assignment 1	Exam 2 Assignment 2	Exam 3 Assignment 3	Exam 4 Assignment 4	Exam 5 Assignment 5	Exam 6 Assignment 6

## **College Policies**

**This class is governed by the policies and procedures stated in the current Chattanooga State Student Handbook. Additional or more specific guidelines may apply.**

### **ADA Statement**

Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should notify the instructor immediately, and should contact Disabilities Support Services within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations.

### **Disruptive Students**

The term "classroom disruption" means – student behavior that a reasonable person would view as substantially or repeatedly interfering with the activities of a class. A student who persists in disrupting a class will be directed by the faculty member to leave the classroom for the remainder of the class period. The student will be told the reason(s) for such action and given an opportunity to discuss the matter with the faculty member as soon as practical. The faculty member will promptly consult with the division dean and the college judicial officer. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and the campus police summoned. Unauthorized use of any electronic device constitutes a disturbance. Also, if a student is concerned about the conduct of another student, he or she should please see the teacher, department head, or division dean.

### **Affirmative Action**

Students who feel that he or she has not received equal access to educational programming should contact the college affirmative action officer.

### **Academic Integrity/Academic Honesty**

In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited. Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person, or to knowingly assist another student in obtaining or using unauthorized materials. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

## Instructor Policies

### Computer Use

Successful completion of this class requires basic computer and internet skills. Students will be required to use internet resources and some assignments may be completed in a word processing or spreadsheet application. The college offers computer labs for student use. If you have any concerns or questions regarding these requirements, please see the instructor.

### Attendance and Class Participation

Students are expected to attend all class sessions, to be punctual, and to participate in class discussions. A sign-in sheet will be distributed at the beginning of each class session. Any special circumstances that preclude a student's attendance should be discussed with the instructor prior to class.

### Communication

The instructor will communicate with students outside of the classroom through the eLearn course management system. Students are expected to check the eLearn course home page and their email account on a regular basis. If you need to contact the instructor outside of class, please use the eLearn email system. Do not send an email message to the instructor outside the eLearn system.

### Missed Exam Policy

If a student misses a scheduled exam or in-class assignment it is the **student's responsibility** to arrange a time to make up the exam or assignment **within one week** of the date completed. It is the **student's responsibility** to check the class schedule for exam dates.

### Cell Phones

Students may **NOT** use cell phones or other electronic devices in the classroom. Such devices should be **turned off and put away** before entering the classroom. Any special circumstances which would require a deviation from this policy should be discussed with the instructor prior to class time.

### Laptop Computers

Students may use laptop computers in the classroom for instructional purposes only. Any student using a laptop computer for any other purpose or causing a disruption in the classroom will be asked to turn off the computer.

### Classroom Materials

Students should bring the AIPB workbooks, a hand-held calculator, paper, and pencil to each class session.

**The instructor reserves the right to modify this syllabus in writing during the course of the semester.**