



**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR RD. PEORIA, IL 61614**  
**(309) 692-4092 or (800) 251-4299**  
**Summer 2016 Syllabus ACC 001**

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**Instructor:** La Tasha Dailey    **Room:** 500    **Phone:** 692-4092    **E-mail:** [ldailey@midstate.edu](mailto:ldailey@midstate.edu)  
**Hours:** On campus by appointment. Please send an e-mail for all other meetings.

**Policies and Procedures:** A passing grade must be attained on all quizzes and tests combined. Assigned homework must be done, and regular participation will also be taken into consideration. Homework must be done as an attached Word or Excel in one document. If I send a document to be completed, such as a pretest, save it to a file, copy it, and submit the saved copy in the drop box provided. Deadlines are important in accounting, as they may change, for example the final exam deadline is due Sunday by Midnight of Week 12.

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

**Examinations Information:**

There will be 2 examinations, 6 quizzes, and Homework given:

Exams	200 pts.
Forum/Attendance	66 pts.
Quizzes (6 given)	445 pts.
Homework	<u>66 pts.</u>
<b>Available points</b>	<b>777 pts.</b>

**\*\*\*\*(Post-test and Pre-test points are excluded from your total grade points.)**

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

**Instructors Grading Scale:** Grades for this class are determined on a weighted average:

Examinations	33%
Quizzes	33%
Assignments	20%
Forums/Attendance	14%

**On-Campus with an eLearning (flex) Component:** This course is taught both in a physical classroom and at a distance and delivered asynchronously using the Internet. This course offers personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

**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 Tuesday class will be counted as the discussion question and Thursday's class will count as summary question. When responding to the discussion and summary questions, please respond to my post and another student's post, if applicable. 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. You will need to have a total of two (2) posts total. This is considered "**acceptable**" work.

**Homework, Quizzes, and Exams:** These will be taken in class or via the eLearning component unless otherwise arranged. If taken via eLearning, 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. **Note: The Midterm and Final exams may be due at a different time, such as Friday or Saturday at Midnight of the current week (which may be Saturday 12am or Sunday 12am). The exact date will be posted in the overview and listed as a time stamp as you attempt to take the exams.**

If any arrangements are made, they must be kept or the teacher reserves the right to either deduct points or not accept the late assignment. If quizzes or tests are taken late, they may be subject to a 10% or greater penalty or not accepted at all, but is 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.**

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**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 applying from the chapter.)  
We will go over all other homework as a study in class. You are responsible for making sure you understand the material by attempting the assigned exercises. Only the problems assigned in green are due for credit.

**Week 1:** Chapter 1; Asset, Liability, Owner's Equity, Revenue and Expense Accounts (LO #1)

- **Pre-test:** This test is optional but suggested for the course. It is strictly for your assessment. If you do complete on-line, please post it to drop box.
- Lecture: PowerPoint
- **Begin Chapter 1 Homework – It is listed in week 2 and is due Tuesday of Week 2;**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 2:** Chapter 1; Asset, Liability, Owner's Equity, Revenue and Expense Accounts (Finish Chapter 1) (LO #1)

**Begin Chapter 2; T Accounts, Debits and Credits, Trial Balance, and Financial Statements (LO #2, 4)**

- **Quiz 1**
- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- D: 1, 5, 6
- E: 1-1, 1-3, 1-5, 1-6, 1-8
- **P: 1-5A – Hand in for credit**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 3:** Chapter 2; T Accounts, Debits and Credits, Trial Balance, and Financial Statements (Finish Chapter 2) (LO #2, 4)

**Begin Chapter 3; The General Journal and the General Ledger (LO #3)**

- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- **Begin Chapter 2 Homework – Due Tuesday of Week 4**
- D: 2, 4, 7
- E: 2-2, 2-4, 2-6, 2-7, 2-8
- **P: 2-3B – Hand in for credit**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 4:** Chapter 3; The General Journal and the General Ledger (Finish Chapter 3) (LO #1, 2, & 3)

**Begin Chapter 4; Adjusting Entries and the Work Sheet (LO #1, 2, 3, 4)**

- **Quiz 2**
- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- D: 2, 3, 6, 7
- E: 3-2; 3-4; 3-6; 3-7; 3-8
- **P: 3-5A – Hand in for credit**
- **Begin Chapter 3 Homework – Due Tuesday of Week 5**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 5:** Chapter 4; Adjusting Entries and the Work Sheet (LO #1, 2, 3, 4)

- **Quiz 3**
- Lecture: PowerPoint
- **Understand Chapter Review Problem**
- **Begin Chapter 4 Homework – Due Tuesday of Week 6**
- D: 2, 4, 5, 8
- E: 4-2; 4-4; 4-5; 4-7; 4-8; 4-9
- **P: 4-5A – Hand in for credit**

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- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 6: Midterm Week (Covers Chapters 1-4)**

- Download and complete the **Mid-term Exam, due Sunday at Midnight.**
- The midterm will **open on Saturday** of Week 5. Return in the proper drop box.
- **Chapter 4 Homework Due**

**Week 7:** Chapter 5; Closing Entries and the Post-Closing Trial Balance (**LO #5**)

- Lecture: PowerPoint
- **Begin Chapter 5 Homework – Due Tuesday of Week 8**
- D: 1, 3, 5, 6, 8
- E: 5-1, 5-3, 5-5, 5-7, 5-8, 5-9, 5-10
- **P: 5-4B – Hand in for credit**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 8:** Chapter 5; Closing Entries and the Post-Closing Trial Balance (**LO #5**)

**Begin Chapter 6; Bank Accounts, Cash Funds, and Internal Controls (LO #6)**

- **Quiz 4**
- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- **Begin Chapter 6 Homework - Due Tuesday Week 9**
- D: 1, 4, 5, 8
- E: 6-1; 6-4; 6-6; 6-7; 6-8
- **P: 6-2B; 6-5B – Hand in for credit**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 9:** Chapter 6; Bank Accounts, Cash Funds, and Internal Controls (**LO #6**)

**Begin Chapter 7; Employee Earnings and Deductions (LO #7)**

- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- **Begin Chapter 7 Homework – Due Tuesday Week 10**
- D: 1, 2, 6, 7
- E: 7-1; 7-2; 7-3; 7-6; 7-7
- **P: 7-4A – Hand in for credit**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 10:** Chapter 7; Employee Earnings and Deductions (**LO #7**)

**Begin Chapter 8; Employer Taxes, Payments, and Reports (LO #8)**

- **Quiz 5**
- Lecture: PowerPoint
- **Understand Chapter Review Problems**
- **Begin Chapter 8 Homework – Due Tuesday Week 11**
- D: 2, 4, 5, 6, 9
- E: 8-1; 8-3, 8-5, 8-7, 8-8
- P: 8-4A
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

**Week 11:** Chapter 8; Employer Taxes, Payments, and Reports (**LO #8**)

- **Quiz 6**
- **Chapter 8 Homework Due By Monday of Week 12**
- **Weekly Summary / Weekly Discussion:** Optional, but suggested, if attending class on campus. Online students **must** reply for attendance credit.

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**Week 12: Final Exam Week**

- Please complete the Post-test and post to drop box
- Download and complete the **Final Exam**. Return in the proper drop box by the end of Week 12.
- The Final will **open the beginning** of Week 12.

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

Date of revision: April 2016 - LAD