Overview

The purpose of Accounting Procedures is to
1. Teach you how to maintain the accounting records of a small business
2. Prepare you for an entry-level job in accounting
3. Prepare you for Financial Accounting (ACTG 121), the next class in the accounting sequence.

Accounting Procedures is a thorough and comfortably paced introduction to the fundamentals of accounting. You will use manual accounting papers to maintain the financial records of a small business. You will also learn important skills that will help you prepare your own personal financial records and make financial decisions.

Students taking their first course in accounting should take Accounting Procedures. This course will help you succeed in Financial Accounting and other Business courses.

Student Learning Objectives

1. Define commonly used terminology
2. Apply the rules issued by authoritative standard setting bodies
3. Value assets, liabilities, equities, revenues and expenses
4. Prepare financial statements
5. Identify and analyze ethical standards issued by professional organizations

What you need to purchase for this course

You will use the following resources in this course:

1. ACTG 100 Work Papers (available only at CSM Bookstore)
2. MyAccountingLab (purchase code at http://pearsonmylabandmastering.com/)
3. Textbook: College Accounting A Practical Approach 1-25 by J. Slater (8th, 9th, 10th, or 11th edition); used copies of these editions can be found at Amazon Used Textbooks using the links under How to Purchase on my web site

For more information about the above required resources, click on the “How to Purchase” link for your course on my website.
CLASSROOM POLICIES:

Attendance policy

Attendance is not mandatory but students who miss more than 6 classroom hours typically find it difficult to catch up and are encouraged to withdraw from the course to avoid receiving a failing grade.

Students who are late or miss class have sole responsibility for learning the material covered while they are not in attendance. The instructor will not provide any “make-up” meetings or information for students who are late or miss class.

Cell phones, texting and laptops

The use of cell phones, laptops and any type of messaging or internet device is prohibited in the classroom. You are always welcome to exit the room and use your cell phone or laptop in the hallway and return after you have completed your communication.

Original work

All work, including homework and exams, must clearly be your own original work. Students are encouraged to work together when completing homework, but each student must do his or her own work. Any work that looks similar to another student’s work will receive no credit. It is your responsibility to make your work clearly original.

Plagiarism and cheating on exams

Plagiarism is copying the work of another student or a solution manual and presenting it as your own work. Plagiarism and cheating on exams are prohibited and will be penalized. When plagiarism or cheating occurs the instructor has the option to give the assignment an “F” grade (zero points) or give the student a grade of “F” for the course. The instructor may also refer the matter to the Vice President of Student Services for academic discipline.
Classroom behavior

To help you and other students learn the material, the following policies will be enforced:
1. No talking during lecture time
2. Raise your hand when you have a question or comment
3. Class time will be spent on material from the textbook

Tips to Succeed in this Course

Use the following suggestions to help you learn the material and earn a high grade.

Before each class meeting
- Read the chapter from the textbook
- Print and review the PowerPoint slides (posted on my website)
- Watch the videos on MyAccounting Lab
- Review all resources on MyAccountingLab and see what helps you the most
- Earn extra credit points by completing MyAccountingLab assignments

During each class meeting
- Make notes (if you printed the PowerPoint slides make notes on slides)
- Make flashcards (index cards)
- Bring Classroom Exercises from Work Papers and complete these practice exercises in class

After each class meeting
- Review notes and flashcards from class
- Review the related section from the textbook
- Make additional notes and flashcards
- Watch the videos on MyAccounting Lab
- Review all resources on MyAccountingLab and see what helps you the most
- Review the practice exercises completed during class time
- Complete any Classroom Exercises not done in class
- Complete the related Homework Assignments
- Earn extra credit points by completing MyAccountingLab assignments
- Talk with instructor to resolve any questions you have
Before each exam

- Reread chapters from the textbook
- Review notes and flashcards from class
- Review the PowerPoint slides
- Review Classroom Exercises and solutions
- Redo Classroom Exercises until you can do them under exam conditions:
  - Quickly, accurately, and without referring to solutions
- Earn extra credit points by completing MyAccountingLab Exam Reviews
- Watch the videos on MyAccounting Lab
- Review all resources on MyAccountingLab and see what helps you the most
- Make additional notes and flashcards
- Make one handwritten 8.5” x 11” note card to use during the exam (no computer-generated or printer/copier-generated information permitted)
- Talk with the instructor to resolve any questions you have

ASSIGNMENTS AND GRADING:

MyAccountingLab (MAL) assignments and due dates

MyAccountingLab is an online learning system. You will complete your MyAccountingLab homework, quizzes, and extra credit assignments outside of class time. You may work at home, at work, or in a computer lab on campus. You may use any computer with internet access.

The due dates for all MyAccountingLab homework, quizzes, and extra credit assignments are listed in MyAccountingLab. The Homework and Extra Credit assignment due dates are listed in the Do Homework link. The Quiz due dates are listed are in the Take A Test link.

MyAccountingLab homework and quizzes

You will have a required homework assignment and a required quiz in every chapter.

MyAccountingLab quizzes and exams

All exam and quiz questions will be randomly selected questions from the A and B algorithmic assignments. If a student completes the Homework and Extra Credit assignments they will see every question that will be on an exam or quiz. The
Homework and Extra Credit assignments are given a second time as Exam Review assignments. If a student also completes the Exam Review assignments they will see every question that will be on an exam or quiz a second time.

**MyAccountingLab (MAL) assignments**

The following table provides additional information about the MAL assignments.

<table>
<thead>
<tr>
<th></th>
<th>Exams</th>
<th>Quizzes</th>
<th>Homework</th>
<th>Extra credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Score</strong>*</td>
<td>70%</td>
<td>15%</td>
<td>15%</td>
<td>Not included</td>
</tr>
<tr>
<td>Where to complete</td>
<td>On campus</td>
<td>At home</td>
<td>At home</td>
<td>At home</td>
</tr>
<tr>
<td>When to complete</td>
<td>Class time</td>
<td>By due date</td>
<td>By due date</td>
<td>By due date</td>
</tr>
<tr>
<td>Late penalty</td>
<td>No late work</td>
<td>No late work</td>
<td>20%</td>
<td>No penalty</td>
</tr>
<tr>
<td>Last day to complete</td>
<td>No late work</td>
<td>No late work</td>
<td>Exam day (before exam)</td>
<td>Exam day (before exam)</td>
</tr>
<tr>
<td>Open book</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Help from tutor, friend</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Textbook link available</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>“Help me solve it”</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Attempts per question</td>
<td>1</td>
<td>1</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Number of questions</td>
<td>20 – 40</td>
<td>4</td>
<td>10 – 15</td>
<td>10 – 15</td>
</tr>
<tr>
<td>Time limit</td>
<td>1.5 – 2 hrs</td>
<td>20 minutes</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

***Overall Score***

Each quiz and each homework assignment will have an equal weight. For example, if there are 10 quizzes and the total quiz percentage is 15% then each quiz has a weight of 1.5%.

The exams have a total weight of 70%. The exam weights will be allocated as follows:

- Exam 1 = 14%
- Exam 2 = 21%
- Exam 3 = 35% (Final exam)
EXTRA CREDITS:

Extra credit points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Accounting Lab Homework</td>
<td>See MAL</td>
<td>100 per assignment</td>
</tr>
<tr>
<td>My Accounting Lab Extra Credit</td>
<td>See MAL</td>
<td>100 per assignment</td>
</tr>
<tr>
<td>Manual Work papers (yellow)</td>
<td>Date on calendar</td>
<td>100 per chapter</td>
</tr>
<tr>
<td>No absences all semester</td>
<td>End of semester</td>
<td>200 per semester</td>
</tr>
</tbody>
</table>

How extra credit points will increase your grade

The magic number for extra credit points is 5,000. There are two ways you can benefit by earning 5,000 extra credit points. When your extra credit points reach 5,000 or higher:

1. I will raise your Overall Score by 10%, which is one letter grade. This benefit will be prorated. For example, if you earn 2,500 homework and extra credit points I will raise your grade 5%; if you earn 1,000 homework and extra credit points I will raise your grade 2%. The maximum bonus is 10%.

2. You will earn a guaranteed passing grade of a “C” regardless of your Overall Score. You will have the option to not take the final exam and receive a grade of “C” for the course. A grade of an “A” or a “B” must be earned by your performance on the exams. This benefit will not be prorated; you must earn 5,000 extra credit points to earn a guaranteed passing grade.

Manual work paper assignments

Manual work paper assignments receive full-credit when the following conditions are met:

1. Turned-in on time
   - Late work will not be accepted regardless of reason for lateness.

2. Good attempt at every problem
   - No partial credit is given; incomplete homework sets receive a grade of zero.

3. Clear and professional work
   - You must use the work paper format shown in textbook and solutions.
Submitting your manual work paper assignment

- Prepare a cover page and staple it to your manual work papers.
- All assignments are due at the beginning of the class period.
- On the due date turn-in work at the desk in the front of the classroom.
- You may submit work early in the box on top of the cabinet.
- Never turn in work at my office or by handing it to me in the hallway.

My Accounting Lab assignments

After you enter the My Accounting Lab website click on the Do Homework link in the left column. Some assignments are “Homework” and some assignments are “Extra Credit.” Both the Homework and Extra Credit assignments will receive extra credit points. The Homework is counted twice: first as a required assignment that is part of your Overall Score, and a second time as Extra Credit.

The publisher provides opportunities for additional practice in the “Take a Test” and “Study Plan” links; however, these links will not earn extra credit points.

Calculate your My Accounting Lab extra credit points

See the example below. To calculate your My Accounting Lab extra credit points select Results and then change the yellow tabs to Entire Course to Date and Homework (see red arrows). Add the percentages in the Score column (see blue box). All assignments in the Score column are counted as extra credit points. The “Omitted” scores are the extra credit assignments that are not included (omitted) from your Overall Score.

In the example below the student has earned 1,085.28 extra credit points.

\[
(70.63 + 100 + 16 + 99.38 + 100 + 100 + 100 + 99.66 + 100 + 100 + 99.78 + 99.83) = 1,085.28
\]

Sample calculation

In the example below the student earned 1,085.28 MAL extra credit points. If the student also completed three manual work paper assignments they would earn an additional 300 extra credit points.

\[
\text{Add to Overall Score} = \frac{(\text{MAL extra credit} + \text{work paper extra credit})}{5,000} \times 10\%
\]
\[
= \frac{(1,085.28 + 300)}{5,000} \times 10\%
\]
\[
= 2.77\% 
\]
How to calculate your grade point average

Your grade point average will be the total of your Overall Score plus your Extra Credit points. For example, if your Overall Score was 73.6% and your Extra Credit score was 8.2%

Grade point average = Overall Score + Extra Credit

= 73.6% + 8.2%

= 81.8%

To view your Overall Score see the explanation below. To calculate your Extra Credit points see Extra Credits section.
Grading scale

The following grading scale will be used to convert your grade point average to a letter grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade point average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% − 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% − 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% − 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% − 69%</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>

The Overall Score will be calculated as shown below.

<table>
<thead>
<tr>
<th>Exams</th>
<th>Quizzes</th>
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<th>Extra credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>15%</td>
<td>15%</td>
<td>Not included</td>
</tr>
</tbody>
</table>

How to see your Overall Score

To see your Overall Score click on the Results link in MyAccountingLab. Then click on Show Overall Score. Please note:

- The Overall Score only includes work you attempted. If you did not attempt a required assignment your actual Overall Score will be lower than shown. After each exam the instructor will force all required work not attempted to have a grade of “0” and the Overall Score for all students will be correct.
- The extra credit assignments are not included in your Overall Score.
EXAMS:

Exam information

- The exam will be in MyAccountingLab.
- You will take the exam in a computer lab assigned by your instructor.
- The questions will be randomly selected questions from the Exam Review assignments (same questions as Homework and Extra Credit Assignments).
• The exams will cover readings from the textbook, the PowerPoint slides, topics discussed in class, homework assignments, in-class practice problems and MyAccountingLab assignments.

• After you have completed the exam you will view your exam score and the correct answer to each problem. Please review the exam solutions and get all your questions answered before you leave the exam room. You may also review your answers to the exam at any time after the exam.

• If you clearly entered the correct answer, but in the wrong format, see me or send me an email and I will change your grade.

How to take the exam

• You will complete the exam in a proctored setting.
• You will take the exam with the class in computer lab on the date on the calendar.
• The exam must be completed by the due date listed on the calendar.
• If you cannot take the exam during the scheduled time you may take the exam early by making arrangements with your professor.
• During the exam your computer must always be running the exam software. You may not access Excel, an internet search, or any other resource.

What to bring to the exam

• Bring a written copy of your MyAccountingLab login name and password. Some students do not remember their login name and password because their computer at home automatically completes these fields.
• Bring pencils, eraser, and a standard calculator.
• During the exam you will not be allowed to use a cell phone even as a calculator.
• The instructor will supply paper for calculations. You may have one piece of paper at a time, and you may get a new piece whenever needed. Used paper must be returned to the instructor. Do not bring your own paper.
• During the exam you may only have access to pencils, calculator and permitted notecard. All personal materials, such as backpacks, coats, purses, and pencil pouches must be stored on the floor at the front of the room, out of reach of all students. If you don’t want to be separated from your personal materials don’t bring them to the exam.
Ethical behavior required

Before you can take an exam you must agree to the following contract:

- I have not received any information in advance about the content of the exam or the questions on the exam except the information given by the professor to all students.
- During the exam I will not use internet searches or any resource other than the note card permitted by the instructor.)
- All work on this exam will be my own.
  - I will not copy from another student.
  - I will not get help from another student.

The accounting profession requires ethical behavior. By taking the exam you are agreeing to the rules above and to act according to the highest ethical standards.

Late exams

Late exams are almost never given. Late exams are only granted at the instructor’s discretion under extraordinary circumstances. To take an exam late you must contact the instructor by email **BEFORE** the scheduled exam time. The date and time of the late exam is the decision of the instructor, not the student. A **late penalty of a minimum of one letter grade will be assessed.**

How to prepare for an exam

- The best way to prepare for an exam is to read the textbook, review the PowerPoint slides, and redo the practice exercises until you can do them quickly, accurately and without referring to solutions or notes.
- Completing the “Exam Review” assignments in MyAccountingLab is an excellent way to study for the exam and earn additional extra credit points.
- See “How to succeed in this class” section

Accommodation Needs

If you have a documented disability and need accommodations for this class, please see me as soon as possible and contact the Disability Resource Center (DRC) for assistance. The DRC is located in Building 10 Room 120. Phone number is (650) 574-6438; TTY (650) 574-6230.
Student Email Accounts

All students have been assigned a free my.smccd email account. All emails initiated by me and the college will be sent only to your my.smccd account. To receive your CSM email you can:

1. Use your my.smccd account as your primary email account
2. Forward your my.smccd email to your primary email account

If you’re not going to use your my.smccd account as your primary account, please go through the simple steps to forward your my.smccd email to your primary account. To learn how to use your my.smccd account and how to forward emails to your primary account, go to http://my.smccd.edu/faqs.asp