

# Syllabus

## Course Title

ACCT 121 - Fundamentals of Accounting

## Course Description

This course is an introduction to the fundamental concepts of accounting principles and methods. Specific content includes a thorough explanation of the Accounting Cycle and how it pertains to a service or merchandising business. Special subject areas include adjusting entries and preparing financial statements. This course is a recommended preparatory course for Principles of Accounting.

## Prerequisites

Prerequisites: None

Corequisites: None

## Required Text and Other Materials

**Please Note:** The eBook is built into this course, and provided as part of your tuition and fees.

College Accounting CNow v2, Heintz, 22nd Edition

## Learning Outcomes

- Define the accounting equation, terminology, and impact on a business.
- Analyze and record business transactions using debits, credits, and "T" accounts.
- Record business transactions in a General Journal.
- Post business transactions from a General Journal to a General Ledger.
- Prepare a Trial Balance, Income Statement, and a Balance Sheet.
- Record adjusting entries in a General Journal.
- Prepare a ten column worksheet.
- Explain the difference between a Service and Merchandise Business.
- Record business transactions in specialized journals and ledgers.

## General Education Goals

- Independent/Critical Thinking

## Honorlock Authentication

As part of our effort to ensure the academic integrity and transferability of our online courses, this class will use a proctoring service to authenticate each student's identity. The Honorlock Authentication Quiz appears in the Get Started Module for this

course and must be completed by all students. The authentication quiz requires students to show an official photo ID and conduct a room scan. Not completing this required quiz may result in an official Academic Integrity Charge from the college.

All students are responsible for ensuring that their computer and Internet speed meet the technological requirements for the proctored authentication quiz, and exceptions are not made to excuse students from being proctored. Please refer to the [e-Learning website](http://ocean.edu/programs-and-courses/welcome-to-e) <sup>↗</sup> [.\(http://ocean.edu/programs-and-courses/welcome-to-e\)](http://ocean.edu/programs-and-courses/welcome-to-e) for more information regarding Honorlock, system requirements, the testing process, and technical support. This must happen *well before* you take the authentication quiz.

*Students who exit the Honorlock service before their quiz is complete –or who turn off their webcams or microphones—may be flagged for academic dishonesty and sanctioned accordingly. Students are required to sit in a well-lit room; sitting in the dark may result in academic dishonesty charges.*

Students should note that Honorlock meets federal FERPA regulations regarding student privacy. Honorlock is not spyware, and does not install tracking devices on students' computers. Only the exam session is recorded and then securely stored and purged after 12 months. To read Honorlock's privacy statements and to understand why we use HonorLock, please visit the [e-Learning Department's website](http://ocean.edu/programs-and-courses/welcome-to-e) <sup>↗</sup> [.\(http://ocean.edu/programs-and-courses/welcome-to-e\)](http://ocean.edu/programs-and-courses/welcome-to-e).

If you experience technical problems, or if you have questions or concerns about privacy, contact Honorlock's technical support team 24/7 via email at [support@honorlock.com](mailto:support@honorlock.com) (<mailto:support@honorlock.com>).

## Course Standards

### Participation

Simply logging in doesn't count as participation. Participation counts in discussion, quizzes, and assignments submissions. Graded participation counts only in discussions, assignments, and quizzes. **You must participate in the Introduction Discussion by the attendance census date to prove participation.**

### Submissions

Never submit your assignments through the Inbox/Conversations feature.

### Late/Missed Assignment

Late assignments will be assessed case-by-case. It is up to the instructor's criteria if late assignments will be accepted and graded. Please contact your instructor right away if you've missed an assignment.

## Instructor Policies

## Attendance/Withdrawal Policy

### Attendance Policy

Attendance is crucial to the success of a course that is taught on line. You will be required to log on a minimum 1 time per week. However daily activity online will only benefit the student. Attendance in the context of this course does not simply mean logging on for a certain amount of time each day. In fact, attendance and participation are so closely related in this course that your interaction with your fellow learners (threaded discussions or any other web based interactive activity) will be graded in lieu of the time that you actually spend in our learning environment. Anyone who withdraws from this class properly is "officially withdrawn". Non-attendance does not count as an official withdrawal and will result in a grade of "F" for this course

### Withdrawal Policy

A student may withdraw or be withdrawn from a course until the semester “W” day. Any student that remains in the course past “W” day will receive the grade earned for the course. To determine the “W” Day for this term please check the academic calendar available on the OCC Website. Any instructor assigning a grade of “W” must provide the last date of attendance which is determined by login tracking.

Students can withdraw from classes online through the use of their WebAdvisor account.

## Weekly Schedule



## Evaluation of Student

Task	Points	Weight
15 Discussions	1500 points	30%
15 Assignments	1500 points	34%
15 Quizzes	1500 points	35%
Readiness Activities	115 points	1%
<b>TOTAL</b>	<b>4515 points</b>	<b>100%</b>

## Grading Scale

Grade	Quality Points	Point Range	Interpretation
A	4.0	90-100	Excellent
B+	3.5	87-89	Very Good
B	3.0	80-86	Good
C+	2.5	77-79	Above Average
C	2.0	70-76	Average
D	1.0	60-69	Below Average
F	0.0	59 & below	Failure
I	0.0		Incomplete

## Course Outline

Module 1: Introduction to Accounting

Module 2: The Accounting Equation

Module 3: Double-Entry Accounting

Module 4: Journalizing & Posting Transactions

Module 5: Adjusting Entries & the Work Sheet

Module 6: Financial Statements & the Closing Process

Module 7: Accounting for Cash

Module 8: Payroll Accounting: Employee Earnings and Deductions

Module 9: Payroll Accounting: Employer Taxes & Reports

Module 10: Accounting for Sales & Cash Receipts

Module 11: Accounting for Purchases & Cash Payments

Module 12: Specials Journal

Module 13: Accounting for Merchandise Inventory

Module 14: Adjustments and the work sheet for a Merchandising Business

Module 15: Financial Statements & Year-End Accounting for a Merchandising Business

## Statement of Plagiarism

**Plagiarism** is the use of another writer's words or ideas without disclosure of the source. All essays and papers submitted by students for credit in all courses at Ocean County College must make honest and full disclosure of any sources used, including but not limited to books, print articles, films, and other media, the Internet, and professional or non-professional co-writers. Failure to make full disclosure of sources will subject students to penalties prescribed by [Plagiarism Policy #5180](#) [. \(https://www.ocean.edu/content/public/study-on-campus/campus-life/library/research-help/the-source/plagiarism.html\)](https://www.ocean.edu/content/public/study-on-campus/campus-life/library/research-help/the-source/plagiarism.html).

Plagiarism means taking words or ideas from a source without documenting them.

### Word

Any words (even one or two) taken from a source and included in your own work need to be in quotation marks and documented. There may exceptions to this (common knowledge), but when in doubt, use quotation marks and document or check with your instructor

### Ideas

When you get an idea from source, be it from an article, lecture, person, etc., it must be documented – even if you put it in your own words (and if you use the same words, they must be in quotation marks)

### Source

The person, book, article from which you obtained information

### Documenting

Following a particular documentation/citation style such as MLA or APA to let the reader know where you acquired your information

## Statement of Civility

Also [available in the Ocean County College Campus Civility page](#) [. \(https://www.ocean.edu/content/public/about/campus-civility.html\)](https://www.ocean.edu/content/public/about/campus-civility.html).

Ocean County College defines civility primarily as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work.

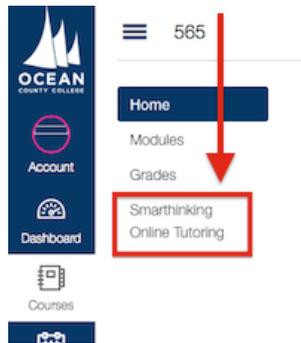
The Trustees of the College and the College Administration set the tone for civil behavior through their professional conduct and through their leadership of the institution. All members of the college community create a positive environment characterized by considerate and principled conduct.

While no civility statement can guarantee considerate and principled conduct, the values set forth herewith represent institutional ideals and should serve as guide post:

1. Respect for the work of all persons
2. Courteous discourse (oral, verbal, non-verbal and electronic)
3. Honest interactions and utterances
4. Fair and just treatment
5. Integrity and keeping promises
6. Commitment to the community college philosophy: Access, transfer, career preparation, workforce development, partnering, and community outreach. See [OCC Mission/Vision](https://www.ocean.edu/content/public/about/mission-vision.html) <sup>↗</sup> (<https://www.ocean.edu/content/public/about/mission-vision.html>).
7. Open professional communications
8. Diversity, professionalism, and collegiality
9. Free expression of views without meanness or a desire to do harm
10. Tolerance of differing points of view
11. Zero tolerance for an forms of cyber stalking, cyber bullying, or cyber sexual harassment (see the Attorney General's letter)
12. A culture of honor that enhances our student's ethical and moral development and clearly communicates and consistently adheres to the definitions of and sanctions for academic dishonesty.

These ideals are consistently modeled by those in leadership positions-in the administration, staff, faculty, and student body-and should provide direction for all members of the college community.

## Campus Resources and Services



Tutoring is available online accessible from your course menu. You will have an initial two-hour block of time which you can always add more. Additional resources available to you are the OCC Counseling Center, and Library.

## Statement of Accommodation

If there is any student in this class who has special needs because of learning disabilities or other kinds of disabilities, please feel free to discuss this with your professor or a staff member in the Center for Academic Excellence at 732-255-0456.

Reasonable academic adjustments (also known as classroom and testing accommodations) are those changes that will minimize or eliminate the impact of a disability and allow equal access to information presented. In a collaborative process, the DS staff and the student will develop an ADA/504 Accommodation Plan for reasonable and appropriate accommodations that are supported by the documentation of disability provided by the student.

Examples of some academic accommodations are:

- Extended testing time
- Recording of class lectures
- Sign language interpreters for the deaf
- Note takers and/or readers
- Adaptive software

For more information and how to apply for an Accommodation, please visit the [Center for Student Success](https://www.ocean.edu/content/public/study-on-campus/campus-life/center-for-academic-services/disability-services/how-to-access-services.html) <sup>↗</sup> (<https://www.ocean.edu/content/public/study-on-campus/campus-life/center-for-academic-services/disability-services/how-to-access-services.html>).

Process Note: Instructors who receive an Accommodation Plan from their student must notify Elearning via email to [elearninginfo@ocean.edu](mailto:elearninginfo@ocean.edu).

## Disclaimer

Ocean County College reserves the right to alter syllabi without prior notification. Please contact your instructor if you have any questions regarding syllabi content.

All individuals should not assume that anything received, sent, or stored in this course or in any course is private. Students' written work, assignments, and test results may be used anonymously for college assessment purposes. Course content, support materials, and communications (including chats, discussions, emails, and any other forms of communication) may be used for quality assurance purposes by authorized college administrators.

## Important Notes

Office 365 is the official email communication for students at OCC ([firstname\\_lastname@students.ocean.edu](mailto:firstname_lastname@students.ocean.edu))

Failure to pay for this course may result in your being dropped for non-payment.

## Rules for Online Etiquette

In all course communications, treat others how you would like to be treated. Keep in mind that people have different senses of humor, come from various backgrounds, cultures, experiences, and upbringings. So by always following the points below you are communicating respectfully and you're more likely to receive a positive response:

### DO

- Greet your reader at the start of the message by using their name, e.g. Hello Jeff
- Let your recipient know who you are, whether a classmate or student
- Inform your reader what course number and section you're referring to.
- Use Emoji's appropriately
- Use Appropriate grammar and punctuation
- Always say please and thank you
- Be polite and professional
- Apologize. Sometimes our messages can come out unclear and convey the wrong message, or even cause a misunderstanding. Once you apologize, try to clarify and put it past you.
- Conclude your message with your name.
- Be positive! You can make a big difference in someone's life by just bringing your recipient a simple smile. :D

### AVOID

- Typos
- Sarcasm or cynicism

- Satires
- ALL CAPITAL letters
- !!!, ???, ?!?!?! - Excessive use of exclamation points and/or question marks.
- Bold

### **DON'T**

- Use vulgar or obscene language
- Use racially, religiously or sexually offensive language
- Write like you text (with acronyms like LOL, ROFL, OMG)

### **ASK**

- General questions: use discussion forums
- Personal questions: use e-mail
- Having strong feelings?
- Draft, sleep on it, then revise. And sleep on it one more time...
- If you're looking to be heard and taken seriously, do not use confrontation. You are more likely to be heard and helped if your recipient empathizes with your request.

### **BE CAREFUL**

- Anything you write online whether in an assignment, discussion, or email can be forwarded to others, be made publicly available online, or printed out. Therefore:
- Be careful with what you include in your message such as sharing things that are too personal.
- Avoid forwarding messages you have received, unless the sender has given you written permission to do so.
- Do not include usernames, passwords, or any other sensitive information.

## **Privacy Policy**

The Family Educational Rights and Privacy Act (FERPA) of 1974, which became effective November, 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records, and (2) the release of such records. Click here to access OCC's Student Privacy Policy [↗](#)

<https://www.ocean.edu/content/public/current-students/student-handbook/administrative-information-and-policies.html>)  
<https://www.ocean.edu/content/public/current-students/ferpa.html> [↗](https://www.ocean.edu/content/public/current-students/ferpa.html) [\\_ \(https://www.ocean.edu/content/public/current-students/ferpa.html\)](https://www.ocean.edu/content/public/current-students/ferpa.html)

Users can choose to hide their profile and their online status from others in their course. To change one's privacy settings, go to the [Edit Profile](http://help.ecollege.com/Next/en-US/Instructor_WebHelp/Content/Course_Home/home_social_profile_p.htm) [↗](http://help.ecollege.com/Next/en-US/Instructor_WebHelp/Content/Course_Home/home_social_profile_p.htm) [\\_ \(http://help.ecollege.com/Next/en-US/Instructor\\_WebHelp/Content/Course\\_Home/home\\_social\\_profile\\_p.htm\)](http://help.ecollege.com/Next/en-US/Instructor_WebHelp/Content/Course_Home/home_social_profile_p.htm) screen. The fifth tab of Edit Profile offers privacy options.