

FALL 2020

MONDAY

11:00-12:00 ONLINE

#55769: 8/10/20 – 10/9/20

INSTRUCTOR: TONI ENSZ OFFICE: BE 44 OFFICE PHONE: 638-0300, EXT: 3785 (MESSAGE)

EMAIL: toni.ensz@reedleycollege.edu

Zoom Office Hours: MWF 10:00 -11:00 am. You can **email** me at toni.ensz@reedleycollege.edu or you can **text or call** me at (559) 677-7268 at any time and I will return your message as soon as I can. Make sure you give me your name, class and any information necessary for communication.

REQUIRED TEXT AND SUPPLIES:

- BOOKKEEPING W/CONNECT ACCESS (CUSTOM FOR REEDLEY COLLEGE), ISBN 9781307456820, PUBLISHED BY MCGRAW-HILL. TEXTBOOK AND ACCESS CODE MUST BE ACQUIRED BY THE 4TH CLASS MEETING (8/31) OR THE STUDENT WILL BE DROPPED FROM THE COURSE.
- FLASH DRIVE

COURSE DESCRIPTION:

Introduction to Bookkeeping prepares an individual to perform day-to-day tasks in support of the financial aspects of an office. Although the entire accounting cycle is not covered in this course, basic accounting functions are practiced such as the use of the general journal and the general ledger. Students will learn and practice recording sales and accounts receivable; purchases and accounts payable; cash receipts and payments; and banking procedures. Payroll procedures are also covered in this course. Ten-key calculators will be utilized throughout the course. ADVISORIES: Mathematics 45 and English 1A or 1AH. (A, CSU)

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

1. Recognize the terminology of accounting
2. Analyze business transactions
3. Post to the general journal and the general ledger
4. Record sales and purchases; accounts receivable and accounts payable
5. Record cash receipts and payments
6. Understand banking procedures
7. Operate a ten-key calculator by touch

COURSE OBJECTIVES:

In the process of completing this course, students will:

1. Recognize accounting terms
2. Analyze business transactions
3. Use T Accounts
4. Use the general journal and the general ledger
5. Practice accounting for sales and accounts receivable
6. Practice accounting for purchases and accounts payable

7. Practice accounting for cash receipts, cash payments, and banking procedures
8. Complete the payroll process
9. Learn and practice using the ten-key calculator by touch

ATTENDANCE AND TARDIES:

- We will have a Zoom meeting each Monday at 11 am. I do expect you to attend that meeting, with your video on. I will be taking attendance at each meeting.
- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of F **The drop date for this class is September 8, 2020.**
- I do not accept late work, nor do I allow for make-up work. This means you need to do the work as assigned. If you are aware you are going to have a conflict, you may complete the assignment and hand it in early, but no late work will be accepted.

HOLIDAYS:

- LABOR DAY – SEPTEMBER 7
- VETERAN'S DAY – NOVEMBER 11
- THANKSGIVING – NOVEMBER 26-27

TESTS:

- There are no make-ups for missed tests. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

FINAL EXAM:

- A comprehensive final exam will be given at the end of the quarter. The final exam will be given on **Friday, October 5, 11:00-12:50 pm.**

GRADING:

HOMEWORK/LAB ASSIGNMENTS	30%
PARTICIPATION:	10%
QUIZZES:	20%
TESTS:	40%

Grade	Percentage of total points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and lower

ADA:

- If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY:

- Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.
- CHEATING is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of

examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

- If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. **Cheating, in this class, is submitting the same assignment as another student as if it was your own.**
- PLAGIARISM is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.