

Dakota College at Bottineau
Course Syllabus

Course Prefix/Number/Title: ACCT 294 – Independent Study

Credits: 3

Prerequisite courses: Instructor Approval; 2.00 GPA

Instructor: Penny Belgarde

Office: DCB Office on Minot State University campus – Minot, ND

Phone: 701-858-4339

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Class Schedule: Online-Independent Study

Textbook(s): The series of six workbooks and study guides (Mastering Payroll, Mastering Depreciation, Mastering Correction of Accounting Errors, Mastering Inventory, Mastering Adjusting Entries, and Mastering Fraud Prevention) produced by AIPB.

Course Description

This course is a study of accounting principles relating to payroll, depreciation, correcting accounting errors, adjusting entries, inventory, internal controls and fraud prevention. It provides a review in preparation for the Certified Bookkeeper Examination.

General Education Competencies/CTE Learning Outcomes:

Goal #1 – Employs industry-specific skills in preparation for workplace readiness

Course Objectives

It is expected that students will be able to:

1. Carry out the basic payroll function.
2. Understand basic reporting of wages and taxes.
3. Make payroll entries for the payroll distribution, payroll-related expense, payroll liabilities, and remittance of employer taxes.
4. Understand how qualifying assets are depreciated.
5. Depreciate for book purposes assets purchased at any time during the year using the four accepted methods.
6. Depreciate both listed assets and real estate for tax purpose.
7. Depreciate vehicles for tax purposes.
8. Perform the monthly bank reconciliation.
9. Find and correct errors in the trial balance.
10. Find and correct accrual errors.
11. Find and correct deferral errors.
12. Determine the cost of goods sold and ending inventory using both perpetual and periodic methods.
13. Compute and record cost of goods sold and ending inventory using weighted averages, FIFO, and LIFO.
14. Compute and record changes in inventory under the lower of cost or market rule.
15. Understand accruals and deferrals.
16. Calculate and record adjusting entries for accrued and deferred revenue and expenses.
17. Complete the adjusted trial balance.

18. Install basic internal controls in a business to prevent employee theft, check fraud, and credit card fraud.

Grading:

Methods

80% Test Score
20% Participation (Getting things done)

Scale

A = 100%-90%
B = 89.9%-80%
C = 79.9%-70%
D = 69.9%-60%
F = 59.9% and below

Course Outline:

Week 1—Organization time
Week 2—Sections 1-4 of Mastering Adjusting Entries
Week 3—Sections 5-7 of Mastering Adjusting Entries
Week 4—Section 8 and final test on Mastering Adjusting Entries
Week 5—Sections 1-3 of Mastering Correction of Accounting Errors
Week 6—Sections 4-5 and final test on Mastering Corrections of Accounting Errors
Week 7—Sections 1-4 of Mastering Payroll
Week 8—Sections 5-8 of Mastering Payroll
Week 9—Sections 9-10 and final test on Mastering Payroll
Week 10—Sections 1-4 of Mastering Inventory
Week 11—Sections 5-7 of Mastering Inventory
Week 12—Final test on Mastering Inventory
Week 13—Sections 1-4 on Mastering Depreciation
Week 14—Sections 5-8 on Mastering Depreciation
Week 15—Sections 9-10 and final test on Mastering Depreciation
Week 16—Sections 1-5 on Internal Controls and Fraud Prevention and final test

Relationship to Campus Theme:

This course prepares students for “beyond” in their preparation for the Certified Bookkeeper’s Exam and a career in bookkeeping.

Classroom Policies:

The student is responsible for meeting required assignment deadlines and for attendance at any meetings scheduled with the instructor.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student’s campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)

- ⇒ Students will receive no credit for work that fails to meet standards of academic integrity.
- ⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.
- ⇒ The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

Disabilities and Special Needs:

If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.

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