

Hagerstown Community College
OFFICIAL MASTER SYLLABUS DOCUMENT

COURSE: ACC 165 Certified Professional Bookkeeper Preparation - 3 credits

INSTRUCTOR: Tina Mussolino

SEMESTER/YEAR: Fall 2016

CONTACT INFORMATION:

COURSE DESCRIPTION: This course prepares students to sit in for the Certified Bookkeeper examination through the American Institute for Professional Bookkeepers (AIPB). Total of 45 hours of lecture. Prerequisite: ACC 101

TEXTBOOKS: Certified Bookkeeper Workbook Set (Required)
10 Digit ISBN 1-884826-21-0
13 Digit ISBN 9781-884826-21-4

STUDENT LEARNING OUTCOMES:

1. To provide solid technical knowledge and practical skills
2. To substantially improve on-the-job performance and provide the skills for higher-level jobs.
3. To pass the national certification exam and obtain AIPB Certified Bookkeeper Certificate.

ASSESSMENT PROCEDURES:

Grading and Evaluation:	Grading Scale:
Six Exams 100%	A 90-100% B 80-89% C 70-79% D 60-69% F 59% and below

Homework: All homework problem sets are completed in the Certified Bookkeeper Workbook Set.

Exams: Students take the Final Exam at the end of each workbook at the testing center.

COURSE POLICIES:

Total Hours of Coursework: To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

Note: This is a three credit, college level course. You should expect to spend a minimum of 7.5 hours per week in order to succeed. This will vary by student; some students will need to spend more time than this in order to master course concepts. A breakdown of time spent by activity is given in the chart below. This chart reflects the minimum amount of time you can expect to spend this semester on each activity. Many of you will need to spend more time on some or all of these activities.

Total hours spent for an online class:

Assignment/Assessment	Clock Hours	Explanation
Online Instruction	37.5	Time spent utilizing online tools, etc.
Assigned readings & sample problems	21	Reading, note-taking, practicing sample problems, etc.
Homework	25	Time spent completing online homework assignments
Quizzes	15	Study time plus time to complete quizzes
Exams	15	Study time plus time to complete exams
Total hours	112.5	

Attendance Policy – Students are expected to attend all classes. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student’s responsibility to confer with the instructor about the absence and missed course work. Students should call or e-mail their instructor **BEFORE** class on the day of any absence from class. Students absent from an announced (major) test or examination, **unless authorized IN ADVANCE**, will **not** be given an extension of time to take the test. Students contemplating withdrawing from a course should read the section of the catalog entitled “Withdrawal and Course Changes.”

The instructor reserves the right to modify the course content and/or the testing procedures as she determines necessary.

Academic Integrity - The HCC Student Code of Conduct is published in the College Guide: A Handbook Planner for Students and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process.

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

Other relevant policies and information can be found here in the HCC Student Guidebook: <http://www.hagerstowncc.edu/student-activities/student-guidebook>

Late or missed assignments - If you experience an emergency and miss an exam, contact your instructor **BEFORE** the assignment or exam. Under emergency circumstances, a makeup exam might be given at the discretion of the instructor. Due to the extensive time allowed to complete homework, there is no make up for the homework and due dates **will not** be extended for homework assignments.

COURSE CONTENT OBJECTIVES:

MASTERING ADJUSTING ENTRIES:

1. Accruals, deferrals and other adjustments
2. Accruing revenues at the end of the period
3. Accruing expenses at the end of the period
4. Recognizing revenue when payment was collected in advance (unearned revenue)
5. Recognizing an expense after a prepayment was made and deferring the unused portion
6. Other adjusting entries
7. Preparing the unadjusted trial balance on the worksheet, making the adjustments and extending the worksheet to the unadjusted trial balance

MASTERING CORRECTION OF ACCOUNTING ERRORS:

1. When and where accounting errors occur and how they are found
2. Performing the bank reconciliation
3. Finding and correcting errors in the unadjusted trial balance
4. Correcting current-period accrual errors

MASTERING PAYROLL:

1. How to pay different kinds of employees
2. Federal v. state wage-hour law
3. Paying employees under federal law
4. Employment records and payroll recordkeeping
5. Form W-4 and comparable state forms
6. How employers withhold/deposit federal taxes
7. Federal employment reporting forms, due dates
8. When wages become taxable
9. Other reporting rules
10. Creating a payroll register, recording the JEs

MASTERING DEPRECIATION:

1. Book (financial statement) v. tax depreciation
2. Depreciation under GAAP for book purposes
3. Compute/allocate depreciation for an asset purchased at the beginning v. during the year and prepare the depreciation schedule under S/L.
4. Compute/allocate depreciation for an asset purchased at the beginning v. during the year and prepare the depreciation schedule under:
 - a. the units of production method;
 - b. the declining balance method; and
 - c. the sum-of-the-years'-digits method
5. Depreciation under federal income tax rules
 - a. Tax depreciation of cars, light, modified v. unmodified SUVs, pickups and vans v. heavy SUVs, pickups and vans

MASTERING INVENTORY:

1. General concepts of accounting for inventory
2. The perpetual method
3. The periodic method
4. FIFO costing
5. How to use the last-in, first-out (LIFO) method
6. How to apply lower of cost or market (LCM)

MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION