

## **Dakota College at Bottineau Course Syllabus**

### **Course Prefix/Number/Title:**

ACCT 294—Independent Study

### **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.

### **Course Objectives:**

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.

### **Instructor:**

Wayne Johnson

### **Office:**

Thatcher Hall 122, Bottineau campus

**Office Hours:**

T, W, Th, F: 9:00 a.m. – 11:00 a.m.

**Phone:**

701-228-5439

**Email:**

wayne.johnson@dakotacollege.edu

**Lecture/Lab Schedule:**

N/A

**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 Requirements:**Grading Procedure:***Grade Calculation:***

80% Test Score

20% Participation (Getting things done)

***Grading Standards:***

A=100-90%

B=89-80%

C=79-70%

D=69-60%

F=Below 60%

**Tentative 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.

**Academic Integrity:**

There will be *zero tolerance* of any form of academic dishonest. If any evidence appear of students not doing their own work, plagiarism, or outright cheating on exams the matter will be investigate. If it is concluded that such dishonesty occurred, the student in question will receive an automatic “F” for the course. The matter will be reported to the appropriate university office and the instructor will participate in any proceeding against the guilty party.

**Disabilities and Special Needs:**

Special Needs: Any student with special needs should notify Mr. Johnson during the first week of class to make the proper arrangement to handle these concerns.