Course Description
This course provides a learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

Textbook(s) ~ None required

Instructor Information
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General Information
Course Credit Hours: 3
Course Prerequisite: Students must obtain instructor approval or have successfully completed coursework in ACCT 2301 or ACCT 2401, ACCT 2302 or ACCT 2402, ACNT 1311 and ACNT 1313.

Important Course Dates
Start Date 09-10-18
Certification Date 09-14-18
Withdrawal Date 11-10-18
End Date 12-05-18

This course is designed for accounting students who are currently finishing up their accounting course work to integrate what they have learned throughout their course work towards accounting situations and projects.

The class work goals are designed to relate to accounting as a career and include a focus on leadership, ethics, management, careers in accounting, as well as accounting topics. In this course we will:

- Review basic accounting concepts
- Discuss financial statement presentation through a weekly review of the financial statements of public companies
- Complete an accounting capstone project demonstrating an understanding of the complete accounting cycle
- Create an individual portfolio that can be used in a job search
- Create a financial statement analysis presentation using Excel, Power Point and Word.
- Explore leadership, management, and ethics topics in an accounting context
- Address personal and social responsibility
Workplace and Foundation Competencies

Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need in order to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
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<tbody>
<tr>
<td>Manage Resources</td>
<td>Demonstrate Basic Skills</td>
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<tr>
<td>Exhibit Interpersonal Skills</td>
<td>Demonstrate Thinking Skills Exhibit</td>
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<tr>
<td>Work with information</td>
<td>Personal Qualities Demonstrate</td>
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<tr>
<td>Apply Systems Knowledge Skills</td>
<td>Responsibility Skills</td>
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<tr>
<td>Use Technology</td>
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COLLEGE POLICIES

Class Attendance

Students are expected to participate regularly all classes in which they are enrolled. Online classes require as much time as students spend in classroom classes plus the time they spend doing homework assignments. Please email me at any time if you have questions in this class at ransiax@dcccd.edu. If you are on campus, please stop by and say hello!

Academic Dishonesty

Please submit your own work. Integrity counts! Academic dishonesty in any form will have consequences.

Withdrawal Policy

I hope that you will finish this course successfully!! If you complete the assignments, you will be successful. If you are unable to complete this course and want to receive a "W", you must withdraw from the course by the withdrawal date. If you stop attending class and do not withdraw, you will receive a performance grade, which can result in an "F". Students sometimes drop courses when help is available that would enable them to continue. Please discuss your plans with me first, if you feel the need to withdraw.

Institutional Policies

Institutional Policies relating to this course may be accessed from the following link:

www.brookhavencollege.edu/syllabipolicies

August 27, 2018 and later:

https://www.brookhavencollege.edu/syllabusaddendum
The Grading System

**Accounting Cycle Project (100 points)** This project will involve recording transactions for a business. You will record cash transactions, receivables and payables, payroll, and monthly adjusting entries.

**Capstone Project (300 points)** This project will be similar to the accounting cycle project except each student will pick their own type of business and develop their own transactions. You will record cash transactions, receivables and payables, payroll, and monthly adjusting entries in QuickBooks. We will use a free trial version of the software. I have divided this project into 12 weekly steps. When complete your capstone project will be a complete set of financial statements including highlights, footnotes, and a company ethics statement. Examples and feedback will be provided each step of the way. At the completion of this project 300 points will be earned.

**Financial Statement Analysis Project (100 points)** For this project, you will pick a Company within an industry group and analyze the Company’s financial statements. This project will be divided into 5+ steps and you will have examples for each of the steps. At the completion of this project 100 points will be earned.

**Accounting Knowledge Reviews (200 points)** For each lesson, we will use public company financial statements to review financial accounting topics. You will complete a review assignment worth 15 points. At the successful completion of each weekly assignment 15 points will be earned. (12 weeks x 15 points= 180) The introductory activities make up the other 20 points.

**E-Portfolio (50 points)** You will compile a selection of your assignments in this class using Power Point, Adobe Pro, or a free online portfolio software. This portfolio will include your resume, your capstone project, your financial statement analysis project, certifications earned, Excel skills, service learning, and other components that showcase your job related skills. At the successful completion of this assignment 50 points will be earned.

**Ethics, personal, and social responsibility assignments (100 points)** This is a series of assignments focused on ethical behavior focused on accounting, including and personal and social responsibility. At the successful completion of each part of this assignment points will be earned.

**Weekly Reflections and other assignments (150 points)** I will post articles or videos on a public company for you to read and/or watch. Then you will reflect on the accounting issue(s) or related to careers in accounting, CPA requirements, and educational plans. Also included are a personal goal statement and other activities related to careers in accounting, CPA requirements, and educational plans. At the successful completion of each part of this assignment points will be earned.

**Total Points 1000**
**Grading Plan**

In terms of grading, there are no tests in this class. If you successfully complete the assignments, you will get an A. If you submit an assignment and I feel like it needs improvement, I will explain why and you can resubmit it for full credit. My hope for this class is that you get an opportunity to put together all of the accounting that you have studied in the past and reflect on your goals for the future.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900 - 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
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<tr>
<td>700 - 799</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699</td>
<td>D</td>
</tr>
<tr>
<td>0 - 599</td>
<td>F</td>
</tr>
</tbody>
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**Weekly Lesson Plan**

- 9/10/2018  Weekly Lesson #1
- 9/12/2018  Weekly Lesson #1
- 9/17/2018  Weekly Lesson #2
- 9/19/2018  Weekly Lesson #2
- 9/24/2018  Weekly Lesson #3
- 9/26/2018  Weekly Lesson #3
- 10/1/2018  Weekly Lesson #4
- 10/3/2018  Weekly Lesson #4
- 10/8/2018  Weekly Lesson #5
- 10/10/2018 Weekly Lesson #5
- 10/15/2018 Weekly Lesson #6
- 10/17/2018 Weekly Lesson #6
- 10/22/2018 Weekly Lesson #7
- 10/24/2018 Weekly Lesson #7
- 10/29/2018 Weekly Lesson #8
- 10/31/2018 Weekly Lesson #8
- 11/5/2018  Weekly Lesson #9
- 11/7/2018  Weekly Lesson #9
- 11/12/2018 Weekly Lesson #10
- 11/14/2018 Weekly Lesson #10
- 11/26/2018 Weekly Lesson #11
- 11/28/2018 Weekly Lesson #11
- 12/3/2018  Weekly Lesson #12
- 12/5/2018  Weekly Lesson #12
NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies if circumstances so dictate.