Accounting (ACC-041-300-002)

Accounting Syllabus

Course Description

Students will develop skills beginning with an understanding of the basic elements and concepts of double-entry accounting systems related to a service business organized as a sole proprietorship. Skills include understanding the accounting equation, analyzing business transactions, entering transactions in journals, posting to ledgers, compiling end-of-period financial statements, preparing closing entries, and managing and protecting cash.

Prerequisites

There are no prerequisites for this course.

Course Materials and Technology

Students must buy these materials and technology to complete the course:

- A webcam for the proctored final exam and final presentation assignment.
- Access to Google Sheets or Microsoft Excel.
- A hand-held basic 4-function calculator for the exam (optional)

Course Policies

For information about resubmitting assignments, retaking exams, how long students are given to complete the course, and other questions, please see High School Course Policies.

Due Dates

The due dates in the course are only suggestions to help the students pace themselves. You do *not* need to complete assignments, quizzes, and exams by the due date set in the course.

Accommodation Needs

BYU Independent Study is committed to providing all students with the tools needed to succeed in their studies. If the student cannot access an assignment, needs an accommodation, or has accessibility concerns, they should contact the BYU CE Accommodations Office at byuceaccommodations@byu.edu so alternative assignments or other accessible options can be explored.

Course Outcomes

As students complete the course assignments, they will increase their knowledge, improve a 21st-century skill, and develop an attribute.

Knowledge: Accounting

In this course, *knowledge* refers to the subject matter and content students will learn while completing the readings, practices, quizzes, and assignments.

On successful completion of this course, students will be able to do the following:

- Define generally accepted accounting principles and basic business structures.
- Identify accounting equation elements and apply them to accounts.
- Analyze transactions using double-entry accounting and determine debits and credits.
- Use source documents to journalize transactions, post journal entries to the ledger, and prepare a trial balance.
- Create an income statement and balance sheet.
- Close an accounting period.
- Explain the importance of cash control and reconcile a bank statement with a checkbook balance.
- Explore automated accounting.

21st-Century Skill: Interpretation and Analysis

As students complete this course's assignments, they will gain skills in *Interpretation and Analysis*. This skill is part of Critical Thinking.

Attribute: Integrity

This course focuses on developing the attribute of *Integrity* in the context of Accounting.

Grading and Assignments

The letter grade in this course will be based on these assignments and exams.

Assignment or Exam	Grading	Percent of Total Grade
Study Guides	Graded Survey	15%
Assignments	Teacher-Graded	40%
Module Quizzes	Computer-Graded	25%
Midcourse Quiz & Final Exam*	Computer-Graded	20%

*Students must pass the final exam with a 60% or higher to earn credit for the course. They may retake the final exam once for a fee.

Study Guides

Each module will have a study guide that is downloaded and completed as the student works through each lesson. The study guide will be submitted at the end of each module in a graded survey. Study guides can be used to help students with quizzes and the midcourse quiz.

Assignments

The following is a list of assignments that will be submitted throughout the course. The numbers in the front identify which module and lesson the assignment pertains to. You will notice that module 12 has several assignments. While many of them are smaller assignments, please plan extra time for this module.

- 4.3 Transactions
- 6.2 T-Accounts
- 7.2 Journalizing Transactions
- 8.3 Posting
- 9.3 Journalize and Post Correcting Entries
- 10.2 Complete an Income Statement
- 10.3 Complete a Balance Sheet
- 11.2 Journalize and Post Closing Entries
- 11.3 Create a Post-Closing Trial Balance
- 12.1 Write a Check
- 12.1 Make a Deposit
- 12.2 Complete a Bank Reconciliation
- 12.3 Journalize Bank Charges
- 15.3 Present Your Findings

Additionally, there will be a study guide submission at the end of each module, Modules 1–15.

Unit Quizzes

There are unit quizzes at the end of each unit of the course. The quiz is located at the end of the module listed with each unit quiz.

- Unit 1 Quiz—Module 2
- Unit 2 Quiz—Module 4
- Unit 3 Quiz—Module 6
- Unit 4 Quiz and Midcourse Quiz—Module 8 (This quiz covers all material from Units 1–4)
- Unit 5 Quiz—Module 10
- Unit 6 Quiz—Module 11
- Unit 7 Quiz—Module 13
- Unit 8 Quiz—Module 15

Midcourse Quiz

This computer-graded quiz will cover the material up to the midcourse quiz. The questions on the midcourse quiz will be similar in format to the questions on the final exam.

Final Exam

Students must pass the final exam to earn credit for the course; they may retake it once, for a fee, upon request.

Resubmissions and Retakes

Unless otherwise stated, students may resubmit assignments, quizzes, and the final exam (instructor-graded or computer-graded) once for a fee. Please see Resubmissions and Retakes in the BYU Independent Study course policies for more information.

If students would like an additional attempt, they may request a resubmission for a fee through the link provided on the assignment page. Files that are resubmitted in any other way, including attaching files to the comments portion of the assignment, will not be considered for grading.

Course Grade

The letter grade will be calculated according to these percentages.

Percent to Letter Grade Calculation	
A	100%–93%
A–	<93%–90%
B+	<90%–87%
B	<87%–83%
B–	<83%–80%
C+	<80%–77%
C	<77%–73%
C–	<73%–70%
D+	<70%–67%
D	<67%–63%
D–	<63%–60%
F (fail)	<60%–0%