

Small Business Accounting

ACCT - 1250 501

Online

Course Description

This course covers some accounting basics, which would be beneficial for small business owners. Topics include basic fundamentals in the following subjects: the accounting equation, the required financial statements, ratio analysis, payroll basics, and other small business management topics.

Semester(s) Taught: Fall

Engagement Plan

I will respond to email within 24 to 48 hours.

I will offer feedback on major assignments within 24 hours.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

Course Prerequisites

None

Brief Description of Assignments/Exams

HOMEWORK: Practicing the art and skill of accounting is critical for success; therefore, foundation homework assignments are an integral part of the learning process. Chapter **homework assignments are untimed and open book & open notes to allow students**

time to work carefully and refer to your textbook and notes, plus you have two (2) check answers available. Keeping up in this course is also critical for success, refer to the course calendar. **However, late homework is accepted up until Reading Day, with no late penalty.**

QUIZZES: You **MUST** do your own work on the Chapter Quizzes! Chapter quizzes are untimed and open book & open notes to allow students time to work carefully and refer to your textbook and notes. This is the time to do your best work. Because this is a quiz, you have only one (1) Final Answer submission in MyAccountingLab. Quizzes are completed in MyAccountingLab and are due by 11:59 pm on the date assigned on the course calendar. **However, late quizzes are accepted up until Reading Day, with no late penalty.** Students are expected to work independently while taking quizzes and comply with all aspects of the Student Code of Conduct. Academic dishonesty will be dealt with according the SLCC Student Code of Conduct, which can be referenced at: http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

TESTS: Interim tests will be taken in MyAccountingLab. All tests are timed. This is to encourage students to study for the test instead of relying on looking up all the answers. Interim tests are open book & open notes, NOT open-browsing/googling, to refer to your textbook and notes. Don't cheat the learning process during these tests because the Final Exam in an in-person and proctored exam with only one reference sheet available. Just completing the coursework is NOT enough to prepare for the tests. Your reference materials (textbook and notes) should be well organized to be used efficiently during the tests. The tests are available for multiple days and cannot be taken late. Contact me if you have an extenuating circumstance and are unable to complete the test as scheduled. NO interim test scores are dropped. However, at the end of the semester, I am allowing you the opportunity to re-take your lowest interim test to try and improve your score! If you miss one test, then this will be your lowest score and will be the re-take. Students are expected to work independently while taking tests and comply with all aspects of the Student Code of Conduct. Academic dishonesty will be dealt with according the SLCC Student Code of Conduct, which can be referenced at: http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

FINAL EXAM: The Final Exam is an in-person & proctored exam, NOT ONLINE. The Final Exam will be taken at the SLCC Testing Center (or proctored through arrangements with the SLCC Testing Center). If you are out-of-area, **you will need to make proctoring arrangements with the SLCC Online Testing Center to get a proctor arranged in your**

area. You should make your proctoring arrangements with then at the beginning of the semester to avoid problems at the end of the semester.

The Final Exam is a pencil-and-paper comprehensive exam with a time limit of 2 hours.

ONE 8 ½" X 11" sheet of paper (front and back) of original (no portion may be a copy including a copy of handwritten notes) handwritten notes may be referenced during the Final Exam. Students that do not comply with the note sheet rules will receive a "0" score for the test. A calculator is allowed (but cannot be a cell phone, iPod, or any device capable of accessing the internet).

EXTRA CREDIT: You can earn extra credit points by completing ALL assigned homework & quizzes in each unit by the due date of the corresponding Unit's Exam.

Keys for Success (how to succeed in the course)

COURSE PROCEDURES: This course utilizes various procedures and learning experiences including lecture videos and solving exercises and problems. Committed and effective online course participation (watching videos while taking notes and completing the practice assignments) is crucial for success!

FREE TUTOR: The Accounting Lab is located in the Business Resource Instructional Center (BRIC) on the Taylorsville Redwood Campus Technology Building TB425. Receive free tutoring both in-person and online in the Accounting Lab (check for times). The BRIC also provides a place to study, access a computer, borrow a textbook, and receive academic advising.

EXTRA CREDIT: Extra credit is available . You can earn extra credit points by completing ALL assigned homework & quizzes in each unit by the due date of the corresponding Unit's Exam. To re-phrase this - if you complete every homework and quiz assigned in a unit -- by the date of that unit's exam—you'll earn extra credit points.

Grading Scale

COURSE EVALUATION and GRADING:

Course grades are determined by the students' achieved percentage based upon the relative weighting for homework assignments and examinations.

| Assignment Description | Pts Possible | Percentage of Grade |
|-------------------------------------------------------------|-------------------|---------------------|
| Orientation Module: Intro & Course Contract | 26 pts. | 1.3% |
| Chapter Homework Assignments (2 check answers) | 414 pts. | 20.7% |
| Chapter Quizzes (untimed & open-book/open-notes) | 360 pts. | 18.0% |
| Interim Tests (4) (timed, open-book/open-notes) | 800 pts. | 40.0% |
| Final Exam (comprehensive) | 400 pts. | 20.0% |
| Total | 2,000 pts. | 100.0% |

GRADING: Course grades are determined by the students' achieved percentage based upon the relative weighting as described in the Course Evaluation section above and the following scale:

| | | | | | |
|----|------------|----|------------|----|---------------|
| A | 93 - 100% | B- | 80 - 82.9% | D+ | 67 - 69.9% |
| A- | 90 - 92.9% | C+ | 77 - 79.9% | D | 63 - 66.9% |
| B+ | 87 - 89.9% | C | 73 - 76.9% | D- | 60 - 62.9% |
| B | 83 - 86.9% | C- | 70 - 72.9% | E | 59.9% or less |

Course Student Learning Outcomes

- Analyze basic business transactions to determine their effect on the accounting equation.
- Analyze basic business transactions to determine their effect on the financial statements.

- Identify the categories included on the financial statements.
- Identify some basic items included in each of the categories included on the financial statements.
- Analyze the financial statements using some financial statement ratios.
- Describe the payroll process.

How to Navigate to Canvas

Online Tutoring

Students at SLCC have access to online tutoring through Canvas. From your Canvas course click Online Tutoring in the course navigation and follow the steps to set up an appointment. If this is your first time using the Online Tutoring we recommend you click "Take a Tour" to familiarize yourself with the service.

Note that students only receive 480 minutes of tutoring time each semester. After that we encourage you to use the resources found through this link:

<https://www.slcc.edu/tutoring/index.aspx>

If you have any additional questions reach out to elarningsupport@slcc.edu.

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)

Additional Policies

COMMUNICATION: To prepare students for the professional business work environment, the accounting department requires that ALL communications be courteous and professional. Written communications (including emails and texts) should have proper grammar, punctuation, and spelling.

AI POLICY: Generative AI tools (e.g., ChatGPT, GrammarlyGO, DALL·E) may be used in this course under the following conditions:

- Permitted Uses:
 - Brainstorming ideas or outlines
 - Grammar and style suggestions
 - Research assistance (with proper citation)
- Prohibited Uses:
 - Submitting AI-generated content as original work
 - Using AI to complete assignments without instructor approval
 - Misrepresenting AI-generated work as your own
- Transparency Requirement:
 - Students must disclose any use of AI tools in their submitted work.
 - Include a brief note in your assignment stating what tool was used and how.
- Violations of this policy will be treated as academic integrity breaches and may result in disciplinary action.

Assignment Schedule

| Due Date | Assignment Name | Assignment Type | Points |
|----------|------------------------------------------------------------------|-----------------|--------|
| 12/12/22 | Review for Final PRACTICE Test | Assignment | 48 |
| 8/28/25 | Course Contract | Quiz | 10 |
| 8/31/25 | Unit 1: Part 1 - Business Organizations Homework | Assignment | 11 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|-------------------------------------------------------------------------|-----------------|--------|
| 9/1/25 | Let's Create a Learning Community! | Discussion | 5 |
| 9/1/25 | Unit 1: Part 1 - Business Organizations Quiz | Assignment | 5 |
| 9/7/25 | Unit 1: Part 2 Preview of Financial Statements Homework | Assignment | 13 |
| 9/8/25 | Unit 1: Part 2 - Preview of Financial Statements Quiz | Assignment | 8 |
| 9/14/25 | Unit 1: Part 3 - Intro to Accounting Homework | Assignment | 11 |
| 9/15/25 | Unit 1: Part 3 - Intro to Accounting Quiz | Assignment | 3 |
| 10/19/25 | Unit 3: Part 1 - Current Liabilities Homework | Assignment | 7 |
| 10/20/25 | Unit 3: Part 1 - Current Liabilities Quiz | Assignment | 10 |
| 10/26/25 | Unit 3: Part 2 - Long-term Liabilities Homework | Assignment | 9 |
| 10/27/25 | Unit 3: Part 2 - Long-term Liabilities Quiz | Assignment | 8 |
| 11/9/25 | Unit 4: Part 1 - Financial Statements Homework | Assignment | 15 |

| Due Date | Assignment Name | Assignment Type | Points |
|----------|-------------------------------------------------------------------|-----------------|--------|
| 11/10/25 | Unit 4: Part 1- Financial Statements Quiz | Assignment | 8 |
| 11/16/25 | Unit 4: Part 2 - Ratio Analysis Homework | Assignment | 8 |
| 11/17/25 | Unit 4: Part 2 - Ratio Analysis Quiz | Assignment | 3 |