



North Central State College
MASTER SYLLABUS
2020-2021

- A. Academic Division: Business, Industry, and Technology
- B. Discipline: Accounting
- C. Course Number and Title: ACCT1090 Certified Bookkeeper Prep
- D. Course Coordinator: Jennifer Adkins
Assistant Dean: Toni Johnson, PhD

Instructor Information:

- Name: Click here to enter text.
- Office Location: Click here to enter text.
- Office Hours: Click here to enter text.
- Phone Number: Click here to enter text.
- E-Mail Address: Click here to enter text.

- E. Credit Hours: 2
- F. Prerequisites: ACCT1010, ACCT2012, CISS1220, ACCT1070(can be concurrent)
- G. Syllabus Effective Date: Fall, 2020
- H. Textbook(s) Title:

Certified Bookkeeper workbook set

- Authors: American Institute of Professional Bookkeepers
- Copyright Year: 2019
- Edition: 15th
- ISBN: 9781938741067

- I. Workbook(s) and/or Lab Manual:
- J. Course Description: This review course is designed to prepare students to sit for the Certified Bookkeeper exam administered by American Institute of Professional Bookkeepers.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
Demonstrate the knowledge and skills needed to pass the Certified Bookkeeper Exam administered by American Institute of Professional Bookkeepers.	Quizzes – all semester

M. Topical Timeline (Subject to Change):

Adjusting entries – weeks 1-3
Correcting errors – weeks 4-5
Payroll – weeks 6-8
Depreciation- weeks 9-11
Inventory – week 12-14
Internal Control – weeks 15
Final Exam – week 16

N. Course Assignments:

Practice of course topics in class
Daily homework preparation for class
Quizzes
Final exam

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00--59	F	0.00	Failure

P. Grading and Testing Guidelines:

[Click here to enter text.](#)

Q. Examination Policy:

[Click here to enter text.](#)

R. Class Attendance and Homework Make-Up Policy:

[Click here to enter text.](#)

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at

<http://catalog.ncstatecollege.edu/mime/download.pdf?catoid=5&ftype=2&foid=3>