Certified Bookkeeper Exam Review Course

Semester/Year: Spring 2019

Credit Hours: 3.0

Class Time: By appointment  Days: By appointment.  Room: BU 108

Instructor’s Name: Mark Oxley

Instructor's Contact Information:  Phone: (307) 268-2414  Email: moxley@caspercollege.edu

Office Hours: M, W and TH 10:00-10:50 a.m. & M, W and TH 2:00-3:00 p.m. Fridays by appointment.

Course Description: ACCT 1450 CB Exam Review: (3L,3CR): The Certified Bookkeeper Exam Review is a course that will prepare students for the Certified Bookkeeper Exam that is administered by the American Institute of Professional Bookkeepers. Topics covered include adjustments, error correction, payroll, depreciation, inventory and internal controls.

Statement of Prerequisites: None

Goal: Students will gain a working knowledge of the bookkeeping topics covered in the Certified Bookkeeping Exam.

Outcomes: Students will pass the Certified Bookkeeper Exam.
**Methodology:** The instructor and students will meet to discuss the steps necessary to test for and pass the Certified Bookkeeper Exam as it is administered by the AIPB at Prometric Testing Centers.
Evaluation Criteria: Grades will consist of the following:

- Submitting and Passing the written exam (Internal Controls and Fraud Prevention) 30%
- Passing Part 1 (Adjusting Entries and Error Corrections) 35%
- Passing Part 2 (Payroll and Depreciation) 35%
- Total 100%

All percentages are approximations. There will be no rounding up on grades. You will receive the final grade you earn. For example, if your final grade is an 89.89, you will receive a B. Please do your best on all of your assignments!

Required Text, Readings, and Materials: Mastering Adjusting Entries, Mastering Correction of Accounting Errors, Mastering Payroll, Mastering Depreciation, Mastering Inventory and Mastering Internal Controls and Fraud Prevention by the AIPB (American Institute of Professional Bookkeepers).

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: Thursday, April 18th, 2019.

Tests will be given at the Prometric Testing Center and have pre-set time limits (usually an hour per section). Students are allowed to retake tests if they do not pass the first time, however, the student will incur additional costs for retaking tests and must wait 30 days to retake a test.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the dean of the school of business and industry, and lastly the vice president for academic affairs.

Academic Code Violations: (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college’s academic code can result in a range of negative consequences from failing graded assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Harassment and discrimination: Casper College seeks to provide an environment that is free of
bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college’s Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: caspercollege.edu/nondiscrimination.

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<tr>
<th>Due Date</th>
<th>Assignments</th>
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<tr>
<td>TBD</td>
<td>Have Written Exam Submitted and Graded. Inventory &amp; Internal Controls and Fraud Prevention.</td>
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<tr>
<td>TBD</td>
<td>Pass Part 1 at Prometric: Test 1 Adjusting Entries, Test 2 Error Correction</td>
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<tr>
<td>TBD</td>
<td>Pass Part 2 at Prometric: Test 1 Payroll, Test 2 Depreciation</td>
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**Disclaimer:** Should it be necessary to make alterations to the syllabus for this course, any exam date or assignment changes will be discussed between the instructor and student(s).