

CASPER COLLEGE COURSE SYLLABUS
ACCT 1000-R1 Introduction to Accounting

Semester/Year: Fall 2015

Lecture Hours: 3

Lab Hours:

Credit Hours: 3CR

Class Time: noon -12:50

Days: Monday-Thursday

Room: BU 217/BU 308

Instructor's Name: Liz Ott

Instructor's Contact Information: BU 204

Office Phone: 307-268-2493

Email: lott@caspercollege.edu

Office Hours: M/W 1-2:50 PM, T /Th 1-1:50 PM, or by appointment

Course Description: This course focuses on the methods, processes, and strategies necessary to analyze and understand the data used in accounting. The student will practice skills of identifying, classifying, reporting, and interpreting accounting information. Students will work problems dealing with preparation of financial statements, adjustment of information at end-of-period accounting cycles, and interpretation of the results thereof.

Statement of Prerequisites: none

Institutional Outcomes:

- Demonstrate effective oral and written communication
- Use the scientific method
- Solve problems using critical thinking and creativity
- Demonstrate knowledge of diverse cultures and historical perspectives
- Appreciate aesthetic and creative activities
- Use appropriate technology and information to conduct research
- Describe the value of personal, civic, and social responsibilities
- Use quantitative analytical skills to evaluate and process numerical data

Program goals: To give students interested in the field of accounting a fundamental understanding of the language of business (accounting). To prepare them for either an entry level position in the accounting field, or further studies at the four year level.

Course Goals: To teach students basic accounting principles and concepts, and how they relate to an economic unit. To prepare students for advancement to ACCT 2010: Principles of Accounting I.

Course Objectives:

1. Understand and use accounting/business terminology
2. Demonstrate the understanding of debit and credit rules by analyzing and recording various business transactions.

Students should begin to take various business transactions through the entire accounting cycle, culminating in the financial statement preparation, closing entries and preparation for the new cycle;

concepts which will be more fully developed in ACCT 2010: Principles of Accounting I.

Methodology: This is a mastery based course. This means that you must master the material in each chapter before moving on to the next chapter. Extensive problem solving will be utilized. We will attempt to cover one chapter a week. The requirements to pass a chapter are as follows:

Homework	80%
Quizzes	75%
Tests	70%

While the homework, quizzes, and test scores themselves do not count toward your final grade in any way, completion of that work will. Your final grade is determined by the amount of work you do each week. You earn points on a weekly chapter basis in the following way:

1 hour work in Acct class	1 pt max of 5 pt
Pass a chapter test	5 pt max of 5 pt

Note that work done in class is restricted to work done on homework or quizzes. Tests are completed in the testing center (see details below).

Incompleteness penalty: If you do not finish all 12 chapters, then you will be assigned a final grade of F.

Computer checkout-There is a Chromebook (computer) reserved at the library for you to check out for the entire semester to use in this class. Please go to the Help Desk on the 1st floor of the library to check out the computer in your name. Make sure and have it with you from the second day of class on. All work is done on the computer. Note- You must have library card to check out the computer. If you don't have one, you can get your student ID activated to "become a library card" at the Circulation Desk on the 2nd floor of the library.

Learnsmart tutorials: MUST be done ahead of time to allow for proper completion of homework and quizzes. You will not be allowed access to the homework and quizzes until you have completed the learnsmart module for each chapter. These can be done at home on your computer. They are basically the lecture material for the class. To access the learnsmart tutorials go to

http://connect.mheducation.com/class/acct_redesign_ott You will need the connect access code that comes with your textbook to register online at this website. (See instruction sheet attached).

Homework: Homework assignments for each chapter will also be set up online at:

http://connect.mheducation.com/class/acct_redesign_ott. Completing the tutorials is a prerequisite for accessing the homework assignment.

Quizzes: Quizzes will also be made available in Connect for purposes of preparing for unit tests. You will need to go online to http://connect.mheducation.com/class/acct_redesign_ott, Completing both the tutorials and the homework is a prerequisite for accessing the quizzes.

Tests: Once you have successfully completed the learnsmart, homework and quizzes, you will be able to access the chapter tests. Tests are **proctored**. You will need to set up an appointment at the ATC (Academic Testing Center –Business Building) **24 hours in advance** of taking the test. These appointments can be set up using the ATC's online scheduling. When you go in to take the test, log in to Casper College moodle Go to the Casper College website, <http://www.caspercollege.edu/>, click on Current Students, then click on Moodle4me (middle column). Use your webadvisor user name and pin.

Once you're in Moodle, click on the **15/FA_ACCT_1000/ACCT_2010_R1 Introduction to Accounting Metacourse** and select the appropriate test. Once you've selected the test, a password will be required. The proctor will type in the appropriate password. Note: You are only permitted one attempt at a time. If you need to retake the exam, you will need to set up another appointment.

Final: The final exam in this class will also be proctored at the Academic Testing Center. You will be allowed to take the final exam after you have completed the **chapter 7 test**. If you score less than 65% on the final exam, your overall grade will be lowered by one letter grade. If you score higher than 90% on the final, your overall grade will be increased by one letter grade.

Attendance: Attendance will be taken daily, using the CPS system. Students who have more than 10 absences will be assigned a final grade of F.

Miscellaneous: Please turn off cell phones when entering the classrooms and put them where they will not be used during the class period. This includes texting.

Evaluation Criteria:

GRADING:

The grading will be based on total points earned during the semester: chapter points, your score on the final, and your incompleteness penalty.

Attendance/Class work on chapter (7*5)	35
Tests (7*5)	35
Final-comprehensive (cannot be dropped-missing the final will result in an F for the semester) . Note also 65% and 90% cut-offs	
Total points possible	<u>70</u>

To get:	you need:
A	63 points
B	56
C	49
D	42
F	41 and under

NOTE: Final totals are not rounded, so the exact points for the cut off must be achieved. Example: 62 points is a very high B, but still a B.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials: Fundamental Accounting Principles Larson, Wild, Chiappetta 22e McGraw-Hill Irwin; with access code for Connect homework ISBN 978-25-972241-7. This ISBN is for loose leaf version special ordered by Casper College for ACCT 1000,2010,2020.

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015.

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 to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Course Content		
Chapter		Topic
1		Accounting in Business
2		Analyzing and Recording Transactions
3		Adjusting Accounts and Preparing Financial Statements
4		Completing the Accounting Cycle
5		Accounting for Merchandising Operations
6		Inventories and Cost of Sales
7		Accounting Information Systems
FINAL		Must be completed by December 16 1PM

NOTE: If you have any questions regarding the syllabus or materials assigned in this class, please ask for verification. Planning for success includes knowing what is expected of you!

Quick reference for online:

Classwork URL is: http://connect.mheducation.com/class/acct_redesign_ott