

CASPER COLLEGE COURSE SYLLABUS
ACCT 2010-03 Principles of Accounting I

Semester/Year: Fall 2015

Lecture Hours: 4 **Lab Hours:** 0 **Credit Hours:** 4

Class Time: 11-11:50AM **Days:** M-TH **Room:** BU 217

Instructor's Name: Liz Ott

Instructor's Contact Information: office- BU 204 **Office Phone:** 268-2493- voice mail attached **Email:** lott@caspercollege.edu

Office Hours: M &W 1-3 PM, T//Th 1-1:50 PM or by appointment

Course Description: This course examines the fundamental concepts and procedures used in the preparation of the basic financial statements of business entities. It covers generally accepted accounting principles, accounting terminology, the usefulness of financial statements and the role that judgment plays in accounting.

Statement of Prerequisites: A "C" or better in ACCT 1000, ACCT 1905 or Math 0930, or an ACT Math score of 23 or better or an appropriate COMPASS exam score within the past year.

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 give the student an understanding of the accounting cycle and the terminology used in business and accounting. Students should be prepared to successfully take Accounting Principles II (ACCT2020) when completed

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 be able to take various business transactions through the entire accounting cycle, culminating in the financial statement preparation, closing entries and preparation for the new cycle.

Methodology: This course will be presented through lectures, illustrations, and student participation in discussions. Extensive problem solving will be utilized. We will attempt to cover one chapter a week.

Chapter readings: MUST be done ahead of time to allow for proper participation in class discussions.

Quizzes: During the week a chapter is discussed in class, quizzes will be made available on Moodle for purposes of preparing for unit tests. Your highest quiz from **EACH** chapter will count toward your grade. All quizzes are worth 10 points each. You will need to go online to <http://www.caspercollege.edu/>, click on Current Students, then Distance Education, then click on Moodle. Use your webadvisor user name and pin. Click on the 15/FA_ACCT_2010_02_03_Principles of Accounting I Metacourse. That page will give you access to some practice (interactive) quizzes and then the actual quizzes (no cost/ no access card required). Be sure and note that the deadlines are not posted for the quizzes. Rather, they are closed on the morning of the test depending on when that happens. In addition, you can access powerpoints, and a variety of other publisher resources. If you do not have a computer, there are labs available on campus. Please pay special attention to the questions listed for some chapters. They serve as a guide to whether you have mastered the information in the chapter and are randomly used in class for bonus point opportunities.

Tests: There will be 50 points on each individual chapter. Tests may consist of one or two chapters at a time, depending on the topics. Tests missed will be recorded with a grade of zero in the grade book. At the end of the semester, if you have not missed more than 100 points worth of tests, the scores of the tests missed will be dropped. If you have not missed any tests, your lowest 100 points of any tests will be dropped (two fifty point or one 100 point test). Dropping tests is in place of make-up tests and all the inconvenience that causes for *everyone* involved. **NO MAKE-UP TESTS** will be allowed. Plan accordingly. Avoid missing tests at the beginning of the semester in case you encounter an emergency later on. The dropped test(s) is intended to address emergency absences for the *entire* semester. Your wanting to drop a low score does not constitute a reason for me to give you a make-up test. If you need to miss more than 2 weeks school, you will want to consider dropping the course, since the material in each chapter builds on the previous chapters.

Homework points: The homework grade is based on work that is done online. Homework assignments for each chapter will be set up online at: http://connect.mheducation.com/class/acct2010_ott. The homework also closes on the morning of the weekly tests at 10AM.

Participation: Points will be awarded for participation. We will be using the CPS system. A handset will be assigned to you for the duration of the class this semester. **DO NOT** take the handset out of the room. The same handset will be used for all my classes to avoid having students pay for the cost of the handset and online registration. If the handset is lost due to student negligence, that student will be asked to reimburse the division for the cost of the handset. Class attendance, participation quizzes and other participation will be recorded using the handsets. Students who are tardy will lose points that cannot be made up individually.

Learnsmart: This is a tutorial that is available for your use at the homework website. Points are assigned for **five** (5) of these exercises, while the rest are optional. You will probably want to do the remaining Learnsmarts since they will help you master the information presented, but no points are assigned after you have completed five. Other tutorials are also available online, but Learnsmart is free!!!

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. The following are tentative point distributions:

Quizzes (12 X 10 each)	120
Tests (12 X 50 points each less 100 dropped)	500
Homework Manager points (12 X 10)	120
Participation points (12X2)	24

Leansmart (any 5 tutorials completed X 5)	25
Final-comprehensive (cannot be dropped- missing the final will result in an F for the semester)	<u>50</u>
Total points possible	<u>839</u>

To get:	you need:
A	755 points
B	671
C	587
D	503
F	502 and under

NOTE: Final totals are not rounded, so the exact points for the cut off must be achieved. Example: 754 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	
8	Cash and Internal Control	
9	Accounting for Receivables	
10	Plant Assets, Natural Resources, and Intangibles	
11	Current Liabilities and Payroll Accounting	
12	Accounting for Partnerships	
	Comprehensive Final- DECEMBER 17 (Thursday) 8-10 AM	

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:

Homework URL is: http://connect.mheducation.com/class/acct2010_ott