

ACCT. 40--Fa., 97
C. McCain

Name _____
Phone 638-3641--EX. 339
Office BE 44

OBJECTIVES OF THE COURSE:

1. To introduce the students to the basic component of business management.
2. To teach the students how to systematically record and evaluate business activities.
3. To prepare students for advanced courses in accounting.

TEXT AND OTHER ITEMS TO BE USED:

1. Peters, Judith and Robert Peters, COLLEGE ACCOUNTING, Second Edition, Irwin 1996.
2. Working Papers applicable to the above textbook.
3. Binder paper that is NON-SPIRAL, 8 1/2 BY 11, accounting packet from KRCC bookstore, and scantrons as needed for exams.
4. A calculator (non-graphing) is strongly recommended. One will not be provided nor may you share.

MATERIAL TO BE COVERED:

Chapters 1 through 15 (excluding 7) in the above textbook and various computer assignments.

METHODOLOGY:

Students will be expected to read the material in the chapters, complete and turn in assigned problems, and be prepared to discuss the assigned chapters. Lectures will serve the purpose of clarifying and expanding on the reading material.

ASSIGNMENTS:

1. Chapters should be read before the class discussions.
2. All assignments will be turned in at the beginning of the class, STAPLED in the upper left-hand corner and IN ORDER. NO CREDIT will be given for late, unstapled or out of order papers.
3. No extra credit assignments for making up lost points. You need to keep up with your work and participate regularly. There is a reduction of five points per day for non participation.

ATTENDANCE:

1. You need to attend class regularly and participate. Your presence is considered important to the quality of your learning and insures your opportunity to contribute to your learning. A student should consider class their job and grades to be their pay. Employees who do not show up for work do not get paid. Learn to be on time and to schedule and manage your other commitments on your off-duty time.
2. Two tardies are equal to one absence. Tardies and absences will be reflected in your participation points.
3. Dropping from this class is YOUR RESPONSIBILITY. Failure to drop could result in a grade being issued. Remember to turn in a drop card if you stop attending.

GRADING SCALE:

90 - 100 = A	
80 - 89 = B	A percentage of the total points will be
65 - 79 = C	computed and a grade will be assigned
50 - 64 = D	according to this grade scale.
- 49 = F	

COMPREHENSIVE QUIZZES:

1. There will be (8) comprehensive quizzes:

<u>QUIZ</u>	<u>MATERIAL COVERED</u>
1	Chap. 1 & 2
2	3 & 4
3	5 & 6
4	8 & 11
5	12 & 13
6	14 & 15
7	9 & 10
8	1 - 15 (excluding 7)

2. There will be NO MAKE-UP QUIZZES. Instead one of the scores (your lowest or missed quiz) will be thrown out for calculating your semester grade.

NOTE:

No profanity.

No voice recorders are allowed.

No food or liquids in the classroom.

Gentlemen are expected to remove their headgear before entering the classroom.

No sunglasses are to be worn during class.

No pagers or cell phones are permitted in the classroom.

Cheating and plagiarism will not be tolerated. A student will receive no credit for the assignment if in the opinion of the instructor the individual has cheated.

*****DROP DATE IS OCTOBER 17, 1997*****
*****FINAL EXAM IS DECEMBER 15, 1997 -- 10:30 AM *****

TENTATIVE BREAKDOWN OF POINTS:

1.	8 comprehensive @ 100 points each (low score thrown out except if caught cheating)			700
2.	Weekly quizzes	140		
	Homework/Exer	260		
	Computers	130		
	TOTAL	530	MAX AWARD	510
3.	Class participation--a deduction of 5 points from total points per day of non participation--including 3 per tardy			
4.	Miscellaneous assignments--review, etc			<u>150</u>
5.	Folder/Project--Must be submitted for a letter grade to be assigned			
			TOTAL POSSIBLE	1360