

ACCT 1B--Fa., 99
C. McCain
Office Bus 44

Name _____
Phone 638-3641 Ext. 3339
OFFICE TIMES POSTED ON OFFICE DOOR

OBJECTIVES OF THE COURSE:

1. To introduce the students to the basic components 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. Larson, Kermit, FUNDAMENTAL ACCOUNTING PRINCIPLES, Fourteenth Edition, Richard D. Irwin, Inc., 1996.
2. Working Papers applicable to the above textbook.
3. Binder paper that is **NON-SPIRAL, 8 1/2 BY 11,** accounting packet from RC bookstore as directed by instructor.
4. A calculator (**NON-GRAPHING**) is strongly recommended. One will not be provided, nor may you share.

MATERIAL TO BE COVERED:

Chapters 13 through 25 in the above textbook.

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.

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 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**, however, you may be dropped from this class after five absences. 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 (7) comprehensive quizzes:

<u>QUIZ</u>	<u>MATERIAL COVERED</u>
1	Chap. 13 & 14
2	15 & 16
3	17 & 18
4	19 & 20
5	21 & 22
6	23 & 25
7	1 - 25

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.

To receive attendance credit you must be in class the entire class period--use the facilities on your time--plan ahead

Gentlemen are expected to remove their headgear when 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 15, 1999*****

*****FINAL EXAM IS DECEMBER 15 -- 8:00 AM*****

POINTS:

1. 7 comprehensive @ 100 points each (low score thrown out except if caught cheating) 600
 2. Weekly quizzes 130
Homework 195
Computer 100
Exercises 65
TOTAL 490 MAX AWARD 470
 3. Five points will be deducted for each day of non-participation and 3 points per tardy.
 4. Folder/Project--Must be submitted for a grade to be assigned.
- TOTAL POSSIBLE 1070