

ACCT. 1A--Sp., 00--AM
C. McCain
Office BE 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, Fifteenth Edition, Irwin McGraw Hill, 1999.
2. Working Papers applicable to the above textbook—**ABSOLUTELY NO PHOTOCOPIES.**
3. Binder paper that is **NON-SPIRAL, 8 1/2 BY 11,** accounting supplies as directed during the semester.
4. A calculator (**NON-GRAPHING**) is recommended. One will not be provided, nor may you share.

MATERIAL TO BE COVERED:

Chapters 1 through 12 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 in your class. 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. **SEE BELOW**

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. 1 & 2
2	3 & 4
3	5 & 6
4	7 & 8
5	9 & 10
6	11 & 12
7	1 - 12

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:

THE FOLLOWING IS CONSIDERED DISRUPTIVE BEHAVIOR—THAT IS BEHAVIOR FOR WHICH YOU MAY BE DROPPED. THEREFORE THERE SHALL BE:

No profanity

No voice recordings are permitted in this class

No food or drink in this classroom

Lab is a working lab not a come-and-go lab

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 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 MARCH 10, 2000*******

*******FINAL EXAM—MONDAY MAY 15, 2000 AT 10:30*******

POINTS:

1.	7 comprehensive @ 100 points each (low score thrown out except if caught cheating 0 will count)	600
2.	Weekly quizzes	120
	Homework	180
	Computer	100
	Exercises	60
	TOTAL	460
	MAX AWARD	440

3. Five points will be deducted for each day of non-participation and 3 per tardy. After the drop date these amounts will double.
4. Folder/Project--Must be submitted for a grade to be assigned.

TOTAL POSSIBLE 1040