

ACCT. 40--Sp., 00

Name \_\_\_\_\_  
**OFFICE # 44 TIME THERE POSTED**  
**Phone 638-3641-EXT--3339****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. Slater, Jeffrey, COLLEGE ACCOUNTING, A Practical Approach, Seventh Edition, Prentice Hall, 1999.
2. Working Papers applicable to the above textbook.
3. Binder paper that is **NON-SPIRAL, 8 1/2 BY 11**, accounting supplies as needed, 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 13 (excluding 11) 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 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. **ROLL IS TAKEN.** 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 time away from class.
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 (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	12 & 13
7	1 & 13

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 are considered disruptive behavior. That is behavior that can cause you to be dropped from the class. Therefore there will be:

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 MARCH 10, 2000\*\*\*\*\***  
**\*\*\*\*\*FINAL EXAM THURSDAY MAY 18, 2000 AT 1:00\*\*\*\*\***

**TENTATIVE BREAKDOWN OF POINTS:**

1.	7 comprehensive @ 100 points each (low score thrown out except if caught cheating)			600
2.	Weekly quizzes	180		
	Homework/Exer	240		
	TOTAL	420	MAX AWARD	400
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>200</u>
5.	Folder/Project-- <b>Must be submitted for a letter grade to be assigned</b>			
			TOTAL POSSIBLE	1200