ACCOUNTING 2013
PRINCIPLES OF ACCOUNTING I
COURSE SYLLABUS
SPRING SEMESTER 2004

INSTRUCTOR INFORMATION:
Gregory B. Swango, MS, CPA
E-mail: gswango@nwacc.edu
Website: http://faculty.nwacc.edu/gswango/

OFFICE and HOURS:
Office: Burns Hall 2016
Phone: 479.619.4272
Hours: Posted on Website

COURSE DESCRIPTION:

Presents the fundamentals of accounting theory, introduction to accounting concepts, principles and terminology. Emphasizes the double-entry accounting system for sole proprietorships and partnerships. Students should be prepared to use basic mathematics and basic algebra with accuracy and reasonable speed. Prerequisite: High School Accounting, Basic Accounting ACCT 1013, or job related experience.

TEXTBOOK(S):


OBJECTIVES OF COURSE:

Knowledge:
1. Have developed a basic accounting vocabulary.
2. Be able to apply basic accounting principles.
3. Understand the accounting cycle.

Critical Thinking:
4. Be able to analyze and record transactions.

Academic Skills:
5. Use basic math, algebra and reasoning skills to solve homework assignments that will further understanding of the accounting system.

Cultural Awareness:
6. Have an understanding of accounting controls and the impact they have on the business environment.

COURSE TOPICS:

I. Debits and Credits
II. Journalizing Transactions
III. Adjusting and Closing Entries
IV. Merchandising Businesses
V. Special Journals and Bank Reconciliation
VI. Notes
VII. Inventory
VIII. Depreciation
IX. Payroll
X. Partnership Accounting
GRADING POLICIES:

Examinations, assignments, quizzes, and attendance and the points assigned are as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Chapter Examinations</td>
<td>300</td>
</tr>
<tr>
<td>Chapter Homework Assignments</td>
<td>---*</td>
</tr>
<tr>
<td>Chapter Review Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Regular Class Attendance**</td>
<td>100</td>
</tr>
<tr>
<td>Comprehensive Final Examination</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td>600</td>
</tr>
</tbody>
</table>

Makeup examinations are discouraged and need to be arranged with the instructor before the date of the regularly scheduled exam. If the student has to miss an examination due to a reasonable cause, it is the student’s responsibility to schedule a make-up examination in the testing center prior to the return of the exam results to the class. Failure to make appropriate arrangements will result in a score for the missed exam equal to 10% less than the average of the remaining two exams. If more than one exam is missed an automatic “F” will be assigned as the final grade. Students who do not miss any exams and have a 95% or better average will be exempt from taking the final examination. There will be an in-class review at the completion of each chapter and a chapter review quiz will be given. Homework assignments will be reviewed in class and completed homework may be submitted for consideration* in borderline grade situations. The lowest score on the chapter quizzes will be dropped and a “replacement” quiz may be given.

The student’s course grade is computed as follows:

<table>
<thead>
<tr>
<th>Percentage of Total Points</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59</td>
<td>F</td>
</tr>
</tbody>
</table>

ATTENDANCE:

Students are expected to attend all classes. Instructors may choose to use regular class attendance as part of the grading process and have the authority to lower a grade or fail a student based on attendance. This instructor’s observance of consistent attendance** will be used in the grading process as an incentive. All students start with 100 points. Each missed class results in a 5 point deduction starting the second week of classes (10 points per night class missed). No further deductions will be assessed after the last day to drop.

DEADLINE FOR DROPPING COURSE:

The student is responsible for being aware of the final date for dropping a class with an automatic “W” on the transcript. The Spring 2004 semester date is **Friday, April 2nd.** Please schedule an appointment to see me if you are in question of your grade status at this point in time; otherwise, your overall course grade average will be assigned. **NOTE: IT IS THE STUDENT’S RESPONSIBILITY TO KNOW HIS/HER GRADE STATUS AND TO TAKE THE APPROPRIATE ACTION WITH NO EXCEPTIONS.**

STUDENT EVALUATION OF COURSE AND INSTRUCTOR:

Near the conclusion of the course, each student will be given the NWACC evaluation form providing for student feedback including suggestions for the improvement of the course, the facilities, and the instructor.

STUDENTS WITH DISABILITIES:

The NWACC faculty and staff strive diligently to ensure all academic and programmatic services of the college are accessible for individuals with disabilities. Academic accommodations are often made available to enrolled students who have documented disabilities. In order to procure accommodations, students must first be admitted to the college and submit a completed Intake Form to the Director of Disabilities Services. Students should complete this process as soon as possible after admission to NWACC.