Semester/Year: Spring 2016

Lecture Hours: 4  
Lab Hours: 0  
Credit Hours: 4

Class Time: noon-12:50PM  
Days: M-TH  
Room: BU 308

Instructor’s Name: Liz Ott

Instructor's Contact Information:  
Office Phone: 268-2493- voice mail  
Email: lott@caspercollege.edu

Office Hours: M &W 1-3 PM, T//Th 1-1:50 PM or by appointment

Course Description: This course examines the fundamental concepts and procedures used in the preparation of the basic financial statements of business entities. It covers generally accepted accounting principles, accounting terminology, the usefulness of financial statements and the role that judgment plays in accounting.

Statement of Prerequisites: A “C” or better in ACCT 1000, ACCT 1905 or Math 0930, or an ACT Math score of 23 or better or an appropriate COMPASS exam score within the past year.

Institutional Outcomes:

☐ Demonstrate effective oral and written communication  
☐ Use the scientific method  
☒ Solve problems using critical thinking and creativity  
☐ Demonstrate knowledge of diverse cultures and historical perspectives  
☐ Appreciate aesthetic and creative activities  
☐ Use appropriate technology and information to conduct research  
☐ Describe the value of personal, civic, and social responsibilities  
☒ Use quantitative analytical skills to evaluate and process numerical data

Program goals: To give students interested in the field of accounting a fundamental understanding of the language of business (accounting). To prepare them for either an entry level position in the accounting field, or further studies at the four year level.

Course Goals: To give the student an understanding of the accounting cycle and the terminology used in business and accounting. Students should be prepared to successfully take Accounting Principles II (ACCT2020) when completed

Course Objectives:

1. Understand and use accounting/business terminology  
2. Demonstrate the understanding of debit and credit rules by analyzing and recording various business transactions.

Students should be able to take various business transactions through the entire accounting cycle, culminating in the financial statement preparation, closing entries and preparation for the new cycle.
Methodology: This is a mastery based course. This means that you must master the material in each chapter before moving on to the next chapter. Extensive problem solving will be utilized. We will attempt to cover one chapter a week. The requirements to pass a chapter are as follows:

- Homework 80%
- Comprehensive problems 85%
- Quizzes 75%
- Tests 70%

While the homework, quizzes, and test scores themselves do not count toward your final grade in any way, completion of that work will. Your final grade is determined by the amount of work you do each week. You earn points on a weekly chapter basis in the following way:

1 hour work in Acct class/day completed within time frame 1 pt max of 5 pt
Pass a chapter test within time frame (see schedule below) 5 pt max of 5 pt

Note that work done in class is restricted to work done on homework or quizzes. Tests are completed in the testing center (see details below).

Incompleteness penalty: If you do not finish all 12 chapters, then you will be assigned a final grade of F.

Sequence of assignments- these are set up as prerequisites, so this sequence must be followed on each chapter:

Learnsmart tutorials: MUST be done ahead of time to allow for proper completion of homework and quizzes. You will not be allowed access to the homework and quizzes until you have completed the learnsmart module for each chapter. These can be done at home on your computer. They are basically the lecture material for the class. To access the learnsmart tutorials go to https://connect.mheducation.com/class/ott-redesign-acct. You will need the connect access code that comes with your textbook to register online at this website. (See instruction sheet attached).

Homework: Homework assignments for each chapter will also be set up online at: http://connect.mheducation.com/class/acct_redesign_ott. Completing the tutorials is a prerequisite for accessing the homework assignment.

Quizzes: Quizzes will also be made available in Connect for purposes of preparing for unit tests. You will need to go online to https://connect.mheducation.com/class/ott-redesign-acct, Completing both the tutorials and the homework is a prerequisite for accessing the quizzes.

Tests: Once you have successfully completed the learnsmart, homework and quizzes, you will be able to access the chapter tests. Tests are proctored. You will need to set up an appointment at the ATC (Academic Testing Center –Business Building) 24 hours in advance of taking the test. These appointments can be set up using the ATC’s online scheduling. When you go in to take the test, go to https://connect.mheducation.com/class/ott-redesign-acct and select the appropriate test. Once you’ve selected the test, a password will be required. The proctor will type in the appropriate password. Note: You are only permitted one attempt at a time. If you need to retake the exam, you will need to set up another appointment.

Final: The final exam in this class will also be proctored at the Academic Testing Center. You will be allowed to take the final exam after you have completed the chapter 12 test. If you score less than 65% on the final exam, your overall grade will be lowered by one letter grade. If you score higher than 90% on the final, your overall grade will be increased by one letter grade.
**Attendance**: Attendance will be taken daily, using the CPS system. Students who have more than 10 absences will be assigned a final grade of F.

**Miscellaneous**: Please turn off cell phones when entering the classrooms and put them where they will not be used during the class period. This includes texting.

**Evaluation Criteria**:

**GRADING**: The grading will be based on total points earned during the semester: chapter points, your score on the final, and your incompleteness penalty.

- Attendance/Class work on chapter (12*5) 60
- Tests (12*5) 60
- Final-comprehensive (cannot be dropped - missing the final will result in an F for the semester). Note also 65% and 90% cut-offs

Total points possible 120

To get: you need:
- A 108 points
- B 96
- C 84
- D 72
- F 71 and under

**NOTE**: Final totals are not rounded, so the exact points for the cut off must be achieved. Example: 107 points is a very high B, but still a B.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.


**Class Policies**: Last Date to Change to Audit Status or to Withdraw with a W Grade: April 14, 2016.

**Student Rights and Responsibilities**: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command**: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty - Cheating & Plagiarism**: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication**: Casper College faculty and staff will employ the student's assigned
Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

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<td>Analyzing and Recording Transactions</td>
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<td>Completing the Accounting Cycle</td>
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<td>Comprehensive Final (MUST BE COMPLETED May 11, 1PM)</td>
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**NOTE:** If you have any questions regarding the syllabus or materials assigned in this class, please ask for verification. Planning for success includes knowing what is expected of you!

**Quick reference for online:**

Classwork URL is: [https://connect.mheducation.com/class/ott-redesign-acct](https://connect.mheducation.com/class/ott-redesign-acct)