SYLLABUS
ACC103 – Financial Accounting
August - October, 2013

MEETING TIME

Thursdays 6:00 p.m. – 10:00 p.m.

INSTRUCTOR

Jay Tremont, CMA

OFFICE HOURS

I will try to arrive one half hour before scheduled class time. Other times arranged as needed.

Instructor contact information will be provided at the first class meeting.

COURSE DESCRIPTION:
This course is an introduction to accounting principles and their application to the proprietorship, partnership, and corporation through a financial statement approach. Upon completion of this course, students will be able to 1) read and understand accounting terminology at a basic level; 2) prepare and understand financial statements; 3) use accounting statements in decision-making; and 4) demonstrate effective human interaction skills in group assignments.

COURSE OUTCOMES: Upon completion of the course, students will
1. Read and understand accounting terminology
2. Analyze and record accounting transactions
3. Prepare and understand financial statements
4. Account for inventory using FIFO, LIFO, and weighted average
5. Account for long-term assets

Prerequisite: none.
TEXT:
*Horngren’s Accounting (10th Edition)*, by Nobles, Mattison and Matsumura, Student Value Edition, ISBN 978-0-13-345120-7 This version includes the code for My Accounting Lab (MAL), the online homework application which is also required. **If you purchase a version of the text from a source other than the bookstore, be sure your purchase includes this code.** (You may purchase a used copy of the text, but DO NOT purchase a used code because once activated, a code cannot be transferred to another user. The code can be purchased separately)

CALCULATORS: Basic 6 function calculators may (and should) be used for any class activity including exams.

METHODS OF INSTRUCTION:
Primarily through lecture and in class demonstrations. Questions are encouraged and participation is expected.

ATTENDANCE:
*Each chapter in this course builds upon the foundation of earlier chapters.* Absences will impair ability to master new material; the result will be lower grades without an imposed penalty. If the student expects to learn, (s)he must attend class.

METHODS OF LEARNING:
Reading for the chapter should be done prior to the scheduled lecture on that chapter. This initial reading should be done in order to become familiar with the issues and to identify potential problem areas. After the lecture over the chapter, reread for mastery.

Each chapter begins with a set of Learning Objectives. At the conclusion of each chapter, refer back to these objectives and confirm that you have mastered each of them.

HOMEWORK: all homework is completed online using My Accounting Lab.

  - **Graded Homework** is automatically graded and points assigned by MAL. The points on graded homework are not uniform but vary for each problem. You are allowed 3 attempts on Graded Problems.
  - **EC Problems** are available for 1 point of extra credit each. Although they are not required you are strongly urged to complete as many as you can, they will prepare you for the required assignments. You are allowed 3 attempts on EC Problems.
  - **Quizzes** are comprised of ten, 1 point Multiple-Choice and/or True/False questions. You are not allowed multiple attempts on the quizzes.

EXAMS:
Each exam is worth a total of 50 points per chapter covered. Exams will be comprised of Problems and Multiple-Choice questions with heavy emphasis on problems based on homework assignments. Exams will be based on the chapter learning objectives listed on the first page of each chapter. Exams are closed book and closed notes.

ACADEMIC DISHONESTY:
The Doane College Academic Integrity Policy will be adhered to in this class. **All homework and tests will represent your own work.** Any use of others’ ideas and words without proper citation is plagiarism and will result in penalties to be determined by the instructor and/or the dean of undergraduate studies. In-class exams are to the work of each individual only; exams are closed book, no notes, and no conversation. Violations of this policy will result in withdrawal or failure, and will be reported to the dean for appropriate action.
GRADES: Criteria for grading will be explained at the first class meeting.

**The instructor reserves the right to revise the schedule and/or assignments as the term develops. I am in the process of reviewing the chapters and assignments which may well change. It is the student's responsibility to keep up to date with any revisions.**

STUDENT INFORMATION: The Family Educational and Privacy Rights Act (FERPA), places strict restrictions upon school personnel, including instructors, regarding disclosure of personal information, including grades. Students may request exam results or grades by e-mailing a request from their Doane e-mail account. Please do not ask to receive exam results or grades via phone or another e-mail address.