

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: Accounting 200—Fundamentals of Accounting I

Number of Credits: 3 semester hours

Pre/Co-requisites: None

Instructor: Professor Russ Gagnon, 852-3463, not after 9 p.m.

Office: Minot Campus Administration Building Room 159

Office Hours: M-F 9:00 a.m. to 4:00 p.m. and by appointment when not in class.

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Textbook(s): *Fundamental Accounting Principles, 21st Edition*, Author(s): Wild, John; Shaw, Ken; Chiappetta, Barbara ISBN-13: 978-0-07-802558-7

Course Description: Fundamentals of Accounting I

This course is a study of accounting, beginning with the basics of the accounting cycle. Students will be working with the double-entry system of accounting to gain the foundation necessary to move to special topics and other business applications.

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Identify the activities within the following cycles and make appropriate journal entries related to the cycle's financial transactions:
 - a. Revenue
 - b. Expenditures
2. Understand the theory of debits and credits and apply accounting theory to business transactions.
3. Examine the conceptual framework of accounting under generally accepted accounting principles
4. Define the function of accounting.
5. Interpret and use information provided by financial accounting systems in making business decisions
6. Explain the purpose and use of financial statements and identify users of financial information
7. Prepare financial statement for service businesses and communicate financial accounting information
8. Evaluate accounting events and transactions and record events utilizing the accounting cycle.
9. Prepare and adjust necessary adjusting and closing entries
10. Prepare a trail balance
11. Prepare financial statements.
12. Prepare a post-closing trial balance
13. Prepare general and subsidiary ledgers
14. Explain internal controls and discuss internal controls in business
15. Establish and prepare entries for petty cash accounting and perform bank reconciliations
16. Compute and journalize interest on notes receivable
17. Apply and evaluate accounting and valuation methods to both periodic and perpetual inventory systems.
18. Account for capitalization, depreciations (amortization or depletion), and the disposal of fixed assets.

19. Differentiate between revenue and capital expenditures
20. Record current liability transactions, including payroll/calculate payroll and payroll deductions
21. Record entries for bad debts expense and allowance for doubtful accounts, including adjusting entries and write-off entries
22. Prepare income statements by department
23. Determine interest calculations and maturity dates on notes receivable and payable
24. Discount and record interest bearing notes
25. Calculate depreciation using different methods

General Education Goals, Objectives, and skills

Goal 2: Demonstrates knowledge and application of technology

Objective 1: Completes an assignment using an appropriate application software

Skill 1: Creates, edits, and formats a word processing document

Skill 2: Creates, edits, and formats a spreadsheet application

Skill 3: Creates edits, and formats a slide show presentation

Skill 4: Conducts Internet research

Skill 5: Demonstrates the ability to send and receive e-mail

Objective 2: Uses electronic resources for course related assignments and information

Skill 1: Selects appropriate electronic resources

Skill 2: Recognizes differences in Internet resources based on address extensions

Skill 3: Identifies proper academic library search engines

Skill 4: Evaluates quality/value of web-based information

Objective 3: Selects and uses appropriate instrumentation and understands principles

Skill 1: Calibrates instruments

Skill 2: Troubleshoots instruments

Skill 3: Demonstrates appropriate handling and safety of equipment

Skill 4: Follows proper protocol

Objective 4: Employs problem solving and critical thinking skills in order to solve a variety of different problems

Skill 1: Locates, evaluates, and applies research information

Skill 2: Analyzes information to determine its validity

Skill 3: Draws conclusions from information collected

Objective 2: Applies practical application of mathematics to everyday life

Skill 1: Constructs tables, charts, graphs based on data

Goal 3: Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems

Skill 2: Defines and demonstrates the use of decimals, percentages, and fractions

Skill 3: Solves word problems

Skill 4: Applies mathematical knowledge in personal life, such as keeping track of a checkbook, identifying rates of interest, etc.

Objective 3: Employs problem solving and critical thinking skills in order to solve a variety of different problems

Skill 2: Analyzes materials to determine their validity

Skill 3: Draws conclusions from information collected

Goal 4: Demonstrates effective communication

Objective 2: Reads at a level that allows participation in collegiate studies and chosen careers

Skill 5: Assimilates and connects information and ideas from multiple written sources

Objective 3: Uses information resources effectively

Skill 1: Finds, consults, and uses a variety of information resources

Skill 2: Evaluates the relevance and reliability of sources

Skill 3: Uses information resources ethically and honestly, preserving the meaning of the source and documenting the use of the source in the style appropriate for the student's discipline or field

Skill 4: Integrates source material smoothly and clearly into the student's own text

Course Requirements:

1. Completion of assignments, tests, and attendance are required. You are responsible for regularly logging in to the Moodle site and Connect Accounting to complete assignments and retrieve course information.
2. You are expected to attend every class. Assignments are visible on the Moodle site. Follow the instructions on the Moodle site. For homework assignments, quizzes, and tests, the instructions direct you to the Connect Accounting site. Discussion questions are completed on the Moodle site.
3. Students are expected to attend class, participate in class, and follow the instructions on the Moodle site, which includes reading the textbook, completing assignments and using the study aids available in Connect Accounting. Example problems will be provided for each chapter.
4. Grading is the accumulation of assignments, quizzes, and tests for total points.

90-100= A 80-89=B 70-79=C 60-69=D below 60=F

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize technology as it relates to accounting with the use of Connect Accounting.

Classroom Policies:

Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

Assignments: All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise number appears in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

Electronic Devices: Turn off or mute cellular phones and pagers, **NO TEXTING** during class, prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Dishonesty and Grade Appeals: plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" or "Grade Appeal" policy in the university catalog or the student handbook online: <http://www.dakotacollege.edu/pdf/studenthandbook.pdf>

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.