

## Dakota College at Course Syllabus

**Course Prefix/Number/Title:** ACCT 200 – Elements of Accounting I

**Instructor:** Kara Bowen

**Office:** Thatcher Hall 109, Bottineau campus

**Office Hours:** By arrangement

**Phone:** 701-228-5432

**Email:** kara.bowen@dakotacollege.edu

**Class Schedule:** Monday 1:00 – 1:50

Wednesday 1:00 – 1:50

Friday 1:00 – 1:50

**Textbook(s):**

### **Fundamental Accounting Principles, 21st Edition**

**Author(s):** Wild, John; Shaw, Ken; Chiappetta, Barbara

**ISBN-13:** 978-0-07-802558-7

### **Course Description:**

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:**

Students will 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:**

\*See "Classroom Policies"

### **Relationship to Campus Theme:**

This course uses technology as it relates to accounting with the use of Connect Accounting.

### **Classroom Policies:**

Attendance: You are expected to attend every class. You are responsible for regularly logging in to the Moodle site and Connect Accounting to complete assignments and retrieve course information. Any due dates given for assignments will be strictly followed. Late assignments will receive 0 credit unless arrangements have been made with The instructor.

Assignments: 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.

Method of Instruction: 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. If you need additional help, contact the instructor via email, phone, or Skype.

## Grading Procedure:

	<b>Points</b>	
Tests & Quizzes	385	38.5%
Discussion Questions	65	6.5%
Homework	550	55.0%
Total Points	<u>1,000</u>	

Extra Credit 110

	<b>Points</b>
Biography	10
Discussion questions 11 @ 5 points each	55
Homework 11 @ 10 points each	550
Quizzes 11 @ 10 points each	110
4 Tests	275
	<u>1,000</u>

### **Grading Standards:**

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

## Course Outline:

The following schedule is tentative and may be changed throughout the course. Changes will be communicated through the Moodle site. Please refer to due dates in Connect Accounting.

Chapter 1	8/28/2013 - 9/5/2013
Chapter 2	9/6/2013 - 9/17/2013
Chapter 3	9/18/2013 - 9/26/2013
Chapter 4	9/27/2013 - 10/8/2013
Chapter 5	10/9/2013 - 10/17/2013
Chapter 6	10/18/2013 - 10/29/2013
Chapter 7	10/30/2013 - 11/7/2013
Chapter 8	11/8/2013 - 11/17/2013
Chapter 9	11/18/2013 - 11/26/2013
Chapter 10	11/27/2013 - 12/5/2013
Chapter 11	12/6/2013 - 12/15/2013

## Academic Integrity:

There will be *zero tolerance* of any form of academic dishonesty. If any evidence appears of students not doing their own work, plagiarism, or outright cheating on exams the matter will be investigated. If it is concluded that such dishonesty occurred, the student in question will receive an automatic "F" for the course. The matter will be reported to the appropriate university office and the instructor will participate in any proceeding against the guilty party.

**Disabilities and Special Needs:**

Any student with special needs should notify the instructor during the first week of class to make the proper arrangement to handle these needs.