Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: ACCT 200 – Elements of Account I
Number of Credits: 3 semester hours
Pre/Co-requisites: None

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: At the end of the course, the student will be able to…

- Identify the activities within the following cycles and make appropriate journal entries related to the cycle's financial transactions:
    - Revenue
    - Expenditures
- Understand the theory of debits and credits and apply accounting theory to business transactions.
- Examine the conceptual framework of accounting under generally accepted accounting principles
- Define the function of accounting.
- Interpret and use information provided by financial accounting systems in making business decisions
- Explain the purpose and use of financial statements and identify users of financial information
- Prepare financial statement for service businesses and communicate financial accounting information
- Evaluate accounting events and transactions and record events utilizing the accounting cycle.
- Prepare and adjust necessary adjusting and closing entries
- Prepare a trail balance
- Prepare financial statements.
- Prepare a post-closing trial balance
- Prepare general and subsidiary ledgers
- Explain internal controls and discuss internal controls in business
- Establish and prepare entries for petty cash accounting an perform bank reconciliations
- Compute and journalize interest on notes receivable
- Apply and evaluate accounting and valuation methods to both periodic and perpetual inventory systems.
- Account for capitalization, depreciations (amortization or depletion), and the disposal of fixed assets.
- Differentiate between revenue and capital expenditures
- Record current liability transactions, including payroll/calculate payroll and payroll deductions
- Record entries for bad debts expense and allowance for doubtful accounts, including adjusting entries and write-off entries
- Prepare income statements by department
- Determine interest calculations and maturity dates on notes receivable and payable
- Discount and record interest bearing notes
- Calculate depreciation using different methods

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Lecture/Lab Schedule: Online

Textbooks: *Fundamental Accounting Principles*, Wild, Shaw, Chiappetta, 21st Edition.
ISBN-13: 978-0-07-802558-7

Software Requirements: Firefox web browser recommended for Moodle and Connect. Students may also be required to use e-mail, MS Word, Excel, or PowerPoint when applicable.

System Requirements: Visit the McGraw Hill Connect System Requirements page at http://highered.mheducation.com/sites/0000065899/student_view0/getting_started/system_requirements.html.

Course Requirements:

- Completion of assignments, tests and projects.
- Grading is the accumulation of assignments, quizzes and tests for total points.

90-100 = A 80-89 = B 70-79 = C 65-69 = D <65 = F

Tentative Course Outline: Through this course you will learn about the accounting principles, the accounting cycle and accounting for business transactions through discussion questions, homework assignments and quizzes in Connect, and tests.

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 the use of technology and prepare students for the future use of computers, hardware and software.

Classroom Policies:

- **Assignments:** All assignments are due on the specified due date by 11:55pm CST. All assignments are due before the final project is completed. If uploading a document, make sure your name and assignment appear in the filename of your document. For example, Ch1ERodackerFollow the instructions provided for submitting assignments. Late work will incur point deductions: 10 points for each day it is late. Any assignment turned after 3 days late results in a 0. You are permitted to work ahead.

- **Academic Integrity:** 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" policy in the university catalog or the student handbook online: http://www.dakotacollege.edu/pdf/studenthandbook.pdf

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.

Disabilities and Special Needs: If you need any special accommodations or materials in alternative formats, please let me know immediately. If you have already met with Student Development personnel, please provide me with information regarding your needs as soon as possible so that I can make appropriate accommodations.