



Revised: January 7, 2013

- I. Course and Instructor:** ACC121 Accounting Principles I, JoAnn Gilliland
Format: Web

Instructor Information:

Name: JoAnn Gilliland
Phone: 970-580-3418
Email: Jgilliland@coloradomtn.edu
Office Hours: by appointment

Course Information:

| | |
|---------------------------------------|-------------------------------------|
| Course Title: Accounting Principles I | Synonym Number: 71249 & 71250 |
| Course Code: ACC-121-DS21 & DS22 | Credits: 4 |
| Semester: Spring 2013 | Prerequisite: College-Level reading |
| Meeting Times and Days: N/A | |
| Class Location: Web | |
| Start Date: 01/14/13 | End Date: 05/03/13 |
| Refund Date: 01/30/13 | Withdraw Date: 04/07/13 |

Orientation Note: The instructor will email the student prior to the start of the course.

Computer Access:

Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting and financial aid: If you have not completed your introductory discussion post and first assignment in Canvas by Tuesday, January 22nd at midnight, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist.

(www.coloradomtn.edu/web/departments/financial_aid)

II. Course Description:

Accounting Principles I introduces the study of accounting principles for understanding the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

III. Student Learning Outcomes, Competencies, and Skills:

Upon completion of this course, you should be able to:

1. Describe the concepts and principles used in the accounting profession.
2. Analyze transactions in terms of their effects on the accounting equation.
3. Record transactions in an accounting system for service and merchandising businesses.
4. Complete end-of-period work including preparing adjusting entries, financial statements, and closing entries.
5. Identify advantages and disadvantages of using both computerized and manual accounting systems.
6. Describe the principles and practices of effective internal control systems.
7. Account for cash transactions and prepare bank reconciliations.
8. State the difference between a note and an account receivable, and demonstrate the calculation of interest on notes and record the related transactions.
9. Analyze and prepare journal entries for bad debts.
10. Assign a value to inventory using the FIFO, LIFO, and weighted average cost flow assumptions.
11. Estimate ending inventory values.
12. State the effect of inventory errors on financial statements.
13. Account for plant assets, natural resources, and intangible assets.
14. Calculate and record depreciation, depletion, and amortization.
15. Account for the disposal of plant assets.
16. Analyze, calculate, and journalize transactions relating to current liabilities.

IV. IDEA Student Ratings of Instruction:

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning fundamental principles, generalizations, or theories.
3. Learning to apply course material (to improve thinking, problem solving, and decisions).
4. Developing specific skills, competencies, and points of view needed by professionals in the field of accounting.
5. Acquire skills in working with others as a member of a team.
6. Develop skill in expressing yourself orally or in writing.
7. Acquire an interest in learning more by asking questions and seeking answers.

V. Methods and Class Management:

Methods: Final Grades will be determined by total points you earn divided by the total points possible on all graded assignments.

Graded Assignments

| Assignment | Total Points | Percent of Grade |
|---------------------------|-------------------|------------------|
| Exams(4 @ 100) | 400 points | 41% |
| Discussions (5@ 25) | 125 points | 13% |
| Chapter Problems (9 @ 50) | 450 points | 46% |
| Total | 975 points | |

| Points | Letter Grade |
|-----------|--------------|
| 975 – 877 | A |
| 876 - 780 | B |
| 779 – 682 | C |
| 681 – 585 | D |
| < 585 | F |

Chapter Homework

For each chapter there is a homework assignment worth a total of 50 points. For more details on the homework that is assigned, please go to the schedule.

Exams

Students are required to complete a 50 question exam after completing the readings and assignments for each unit. Each exam is made up of multiple choice questions. The exams are to be taken by the dates listed on your schedule. You may take the exam at any time, but remember, it must be taken by 11:59 pm of the due date.

Discussions

Students are required to participate in discussions of current topics. This component of the course is the online equivalent of class discussions and is an opportunity for you to ask questions, participate in discussions, and share your ideas and conclusions with other students. Minimally you need to make two meaningful comments for each unit's topic. Your first post will be a response to the current topic to receive 12.5 points. The second post is a response to either another student's comment or to one of my comments receives 12.5 points. I do prefer that the

second post be sooner than the deadline. Meaningful means a three to six sentence response. "I agree" is not a meaningful response to a fellow student's comments.

Final Class Date

See the Schedule for that last day of this class.

Grading Policies:

- This class is NOT self-paced and is not open-entry, open exit.
- Exams have specific due dates and the course continues at a pace that allows you to complete all materials within one semester.
- You should commit to regular study time and communication time online with the class and instructor as you would with any college course.
- If you have a question concerning any of the learning concepts presented in this course, please e-mail your instructor.

Mark the assignment Due Dates on your calendar for this class. This is NOT a self-paced, NOT Independent Study and NOT a class where you work at your own pace. The schedule is to be followed!!!

Additional Information

Exams are not cumulative but will cover only the chapters noted.

Students are expected to complete assignments no later than the posted date. I do not accept late assignments for any reason. You may "accelerate" the schedule to fit your agenda. You should notify the instructor, promptly, if circumstances are going to prevent you from submitting assignments on schedule, due to a change in work hours, location, travel, etc., so we can discuss how to get your assignments turned in on time. When in doubt communicate with your instructor!!!

The following procedure works best for completing each unit:

1. Review and/or print the Power Point slides for the textbook chapters assigned in the unit. A printout in this form will provide an excellent outline of the chapter, indicate the highlights, and make a good tool for note taking as you read the chapter.
2. Read the assigned chapters in the textbook, paying close attention to the examples provided.
3. Complete the assignments for the chapters.

Note that this course is not self-paced; your work should be completed and submitted in accordance with the schedule. Assignments are due on the date shown in the Schedule (see the end of this document). **No assignments will be accepted late.**

Submission of Assignments: All assignments will be sent to me through the Assignment feature. Make sure to attach your assignment before you submit your assignment.

NOTICE:

A student judged to have engaged in academic misconduct as defined in the “Academic Policies and Requirements” section of the Colorado Mountain College Student Handbook will, at a minimum, receive a “zero” for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor’s discretion. “Academic Expectations,” the “Student Code of Conduct and Judicial Process” and more information about academic misconduct can be found in the Student Handbook, online version at: www.coloradomtn.edu/File/student_handbook.pdf.

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options:

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at: http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

VII. Required Course Materials

Required Texts: *Accounting Tools For Business Decision Making, 4th Edition*, Paul D. Kimmel, Jerry J. Weygandt, and Donald E. Kieso

ISBN-13: 978-0-470-53478-6

ORDERING BOOKS

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at www.coloradomtn.bkstr.com. If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-651-4088

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at www.coloradomtn.bkstr.com/email for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:

Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or virtual@coloradomtn.edu.

VIII. Other Information:

Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: www.coloradomtn.edu/web/departments/faq-for-students.

Student Email

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the My CMC Portal: mycmc.coloradomtn.edu.

A Few Words About Microsoft Word

Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from www.OpenOffice.org to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available

for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

Virtual Library Information

<http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178>

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning

Information is available at: http://www.coloradomtn.edu/online_learning/.

Assignment Schedule ACC-121 Accounting Principles I Spring 2013 Online

| Date | Topics | Due on Saturday @ 11:59 p.m. |
|----------------|---------------------------------|--|
| Jan 14 – 20 | Welcome Discussion Chapter 1 | Welcome Discussion Chapter 1: P1-3A (PAGE 35) |
| Jan 21 – 27 | Chapter 2 | Chapter 2: P2-2A (PAGE 83) |
| Jan 28 – Feb 3 | Unit 1 Discussion & Exam | Unit 1 Discussion Unit 1 Exam |
| Feb 4 – 10 | Chapter 3 | Chapter 3: P3-4A (PAGE 146) |
| Feb 11 – 17 | Chapter 4 | Chapter 4: P4-3A (PAGE 210) |
| Feb 18 – 24 | Unit 2 Discussion | Unit 2 Discussion |

| | | |
|----------------|-------------------|-----------------------------------|
| Feb 25 – Mar 3 | Unit 2 Exam | Unit 2 Exam |
| Mar 4 – 10 | Chapter 5 | Chapter 5: P5-7A (PAGE 265) |
| Mar 11 – 17 | Spring Break | |
| Mar 18 – 24 | Chapter 6 | Chapter 6: P6-3A (PAGE 319) |
| Mar 25 – 31 | Unit 3 Discussion | Unit 3 Discussion |
| Apr 1 - 7 | Unit 3 Exam | Unit 3 Exam |
| Apr 8 – 14 | Chapter 7 | Chapter 8: P8-1A (PAGE 432) |
| Apr 15 – 21 | Chapter 8 & 9 | Chapter 9: P9-4A (PAGE 490 - 491) |
| Apr 22 – 28 | Unit 4 Discussion | Unit 4 Discussion |
| Apr 29 – May 3 | Unit 4 Exam | Unit 4 Exam |