

ACC111
ACCOUNTING PRINCIPLES I
Spring 2003

9. Record transactions applicable to accounts receivable, notes receivable, accounts payable, and notes payable
10. Work with four inventory systems that may be used
11. Record payroll transactions
12. Understand computer integration with accounting using a spreadsheet

Policies:

1. We will cover chapters 1 through 9 and chapter 11.
2. Quizzes, exams, and in-class group activities cannot be made up.
3. Students are responsible for all text readings and all information contained in this document.
4. Assignments cannot be turned in late unless permission is granted by instructor.
5. Class attendance is expected.

		<u>Points</u>	
Grading:	tests	250	540-600 = A
	Compreh. prob.	75	480- 539 = B
	Quizzes, assignments	210	420-479 = C
	Write-up	50	360 -419 = D
	Critical thinking	<u>15</u>	
Total		600	

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Spring 2003

Withdraw: It is the student's responsibility to initiate a withdrawal from class. Please refer to the college class schedule or contact the admission's office. Otherwise the default grade will be submitted.

Success Tips: Keep up with the chapter assignments, attend class regularly, and remember that accounting is part of business. Most important, have FUN !



LSC: Please visit the Learning Support Center to check your homework against the solution manual or to receive tutoring help. There are also video tapes of selected chapters for your review. See attached instructions for on-line tutor.

Affirmation: *There is no such thing as a problem without a gift for you in its hands. You seek problems because you need their gifts*

ACC111
ACCOUNTING PRINCIPLES I
Spring 2003

Assignments are due on time according to the calendar schedule for this class. If you need to request an extension for an assignment, a written request must be extended to me on email at least one week prior to the due date. Approved extensions will result in a loss of one grade equivalent for the assignment.

Submitting Assignments:

All assignments are to be submitted on request at the beginning of the class on the date due.

Plagiarism:

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the MCCCDC Academic Misconduct Policy (cheating, plagiarism) can expect penalties as specified in the Student Handbook, which is available through Student Services; contact them at (480) 517-8540.

Financial policy:

If you are receiving financial aid of any kind, it is your responsibility to protect your eligibility to receive financial aid by meeting the requirements of this class. Students will be withdrawn from the class for non-participation.

Change of Address:

Please notify Admissions and Records at (602) 787-7020 and your instructor of changes in your address or phone number.

Civility Policy:

College policy prohibits "any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process...." Therefore, the faculty of Paradise Valley Community College insists that the language of any communication between students and instructors or among students meeting electronically or in person at any Paradise Valley Community College site shall maintain the level of formality appropriate to any college teaching/learning situation. Excessively informal, rude, or insulting language will not be tolerated. Students who engage in such behavior will be withdrawn from the course.

Disclaimer:

Course content may vary from this outline to meet the needs of this particular group.

Disability Statement:

The college will make reasonable accommodations for persons with documented disabilities. Students should notify Student Services and their instructors of any special needs.

ACC111
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Spring 2003

The following is provided as a ready reference for contact information:

College Safety

(602) 787-7900

Admissions and Records

(602) 787-7020

Library

(602) 787-7200

Student Services

(602) 787-7244

Advising

(602) 787-7060

Bookstore

(602) 787-7120

Testing Center

(602) 787-7050

Tutoring

(602) 787-7180

Honors

(602) 787-7244

Disability Services

(602) 787-7170

Financial Aid

(602) 787-7100

Cashier's Office

(602) 787-7350

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Course Outline (tentative)

<u>January</u>		<u>Assignment</u>
21	intro	
23	intro to \$\$ 1	
28	intro to \$\$	
30	review	Questions 1-21 (pg 39)
<u>February</u>		P2-1A, P 2-2A (pgs. 75- 76)
4	chap 1, chap 2 test	
6	intro to \$\$ 3	
11	review	P 3-1A, P 3-2A (pgs.121-122)
13	chap 3 test	
18	intro to \$\$ 4	
20	review	P 4-1A, P 4-2A (pg. 169)
25	chap 4 test	
27	intro to \$\$ 5	
<u>March</u>		
4	review	P 5-1A, P 5-2A (pgs. 212 - 213)
6	chap 5 test	write-up due 9:00am
11	intro to \$\$ 6	
13	review	P 6-1A, P 6-3A, P 6-4A (pgs. 264-265)
18 –20	<i>Spring Recess no class</i>	
25	chap 6 test	<i>30 Excel points due 9 am</i>
27	intro to \$\$ 7	

\$\$ denotes chapter, P denotes problem

ACC111
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Spring 2003

Assignment

April

1	review	P 7-4A, P7-6A (pgs. 304 -307)
3	chap 7 test	start Mini practice set (pg.313)
8	lab day	
10	intro to \$\$ 8	
15	review	P 8-1A, P 8-2A, P 8-3A (pgs. 350-351)
17	chap 8 test	
22	intro to \$\$ 9	
24	review	P 9-2A, P 9-5A (pgs. 389-390) mini practice set due 9:00 am
29	chap 9 test	

May

1	intro to \$\$ 11	
6	review	P 11-1A, P 11-2A, P 11-5A (pgs.477-479)
8	chap 11 test	
15	“final” 8:30	review grades