

**RANGER COLLEGE  
SYLLABUS  
FALL 2010**

**COURSE NUMBER AND TITLE:** ACNT 1425 – PRINCIPLES OF ACCOUNTING I  
**CREDIT HOURS:** 4 HRS/WK LEC 3 HRS/WK LAB: 3 LEC/LAB COMB: 6

**Name of Instructor (Title):** Linda Gann, Associate Professor

**Office Location:** Business Building

**Office Hours:** 7:00-8:00 a.m. M-TH, 1:15-3:00 p.m. TU & TH, 2:30-3:00 p.m. M & W

**Office Phone:** (254) 647-3234 Ext. 230

**Email:** lgann@rangercollege.edu

**I. CATALOG DESCRIPTION**

A study of accounting concepts and their application in transaction analysis and financial statement preparation and asset and equity accounting in proprietorships and corporations. Emphasis on accounting cycle for service and merchandising enterprise.

**II. COURSE GOAL**

The student will identify and apply generally accepted accounting principles, concepts, and procedures; identify and process steps in the accounting cycle for service and merchandising enterprises; and identify and process transactions relating to assets, liabilities, and capital accounts.

By the end of the semester the student will be able to satisfactorily complete all the listed learning objectives with a minimum of 60% competency level and the completion of a comprehensive post examination not to exceed two hours, administered under the supervision of the instructor.

**III. REQUIRED BACKGROUND/PREREQUISITES**

No Prerequisites. Basic SCANS skills in reading, writing, and math are needed.

**IV. REQUIRED TEXTBOOK (S); READING; MATERIALS**

College Accounting 5<sup>th</sup> Edition complete, by Robert Dansby, Burton Kaliski, Michael Lawrence

Materials: Paper and erasable ink pen.

## **V. METHODS OF INSTRUCTION**

Primarily lectures and class discussion. These will be supplemented by video films and instructor-provided supplementary handout materials.

## **VI. SCANS COMPETENCIES**

### **READING**

- 1.1 Locate, understand, and interpret written information in various financial documents.

### **WRITING**

- 2.1 Communicate written financial information.
- 2.2 Create written documents as financial statements, ledgers, and reports.

### **MATHEMATICS**

- 3.1 Performs basic calculations.
- 3.2 Approaches practical problems by choosing appropriately from a variety of math techniques.

### **RESOURCES**

- 4.2 Money--Prepare all financial records, forecast future income, and make recommendations.
- 4.3 Material/Facilities--Keeps financial records of all inventory, facilities, and assets.

### **INTERPERSONAL**

- 5.3 Serves Clients/Customers--Prepares financial data for clients/customers.
- 5.4 Exercises Leadership--Communicates ideas to justify position. Responsibly challenges existing procedures.

### **INFORMATION**

- 6.1 Acquires and evaluates information.
- 6.2 Organizes and maintains information.
- 6.3 Interprets and communicates information.

## SYSTEMS

- 7.1 Understands Systems--Knows how to start and setup the accounting system for a sole proprietorship.

## TECHNOLOGY

- 8.2 Applies Technology to Task--Uses calculator to calculate information.

## THINKING SKILLS

- 9.1 Creative Thinking--Generates new ideas.  
9.2 Decision Making--Evaluates and chooses best alternative.  
9.3 Problem Solving--Recognizes problems and devises and implements plans of action.

## VII. LEARNER OUTCOMES

Upon the completion of this instruction, the student will be able to:

1. Define accounting terms and their normal balances. (SCANS 1.1, 2.1, 2.2, 3.1, 6.1, 6.2, 6.3, 9.3)
2. Journalize transactions to a general journal. (SCANS 1.1, 2.1, 2.2, 3.1, 6.1, 6.2, 6.3, 9.3)
3. Post journal entries to general ledger and when appropriate to subsidiary ledgers. (SCANS 1.1, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 4.3, 6.1, 6.2, 6.3, 8.2)
4. Prepare a Trial Balance, Income Statement, Capital Statement, and Balance Sheet. (SCANS 1.1, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 4.3, 6.1, 6.2, 6.3, 8.2)
5. Prepare a Work Sheet, Adjusting Entries and Closing Entries. (SCANS 1.1, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 4.3, 6.1, 6.2, 6.3, 8.2)
6. Journalize transactions for sales and cash receipts in special journals, computing discounts and returns and allowances. (SCANS 1.1, 2.1, 2.2, 3.1, 3.2, 4.2, 4.3, 6.1, 6.2, 6.3, 8.2, 9.1, 9.2, 9.3)
7. Journalize transactions for purchases and cash payments in special journals. (SCANS 1.1, 2.1, 2.2, 3.1, 3.2, 4.2, 4.3, 6.1, 6.2, 6.3, 8.2, 9.1, 9.2, 9.3)
8. Prepare a payroll register, petty cash register, and bank reconciliation. (SCANS 1.1, 2.1, 2.2, 3.1, 3.2, 4.2, 4.3, 6.1, 6.2, 6.3, 8.2, 9.1, 9.2, 9.3)

## VIII. COURSE CALENDAR

<u>CLASS MEETING</u>	<u>CLASS WORK</u>	<u>HOMEWORK</u>
# 1	Introduction & Syllabus	Read Ch. 1
# 2	Discuss Chapter 1	Prob. 1-1A, 1-4A
# 3	Work on Homework	

# 4	Work on Homework	
# 5	Review Ch. 1 Homework	Read Ch. 2
# 6	Discuss Ch. 2 Homework	Prob. 2-1A, 2-4A
# 7	Work on Homework	
# 8	Work on Homework	
# 9	Review Ch. 2 Homework	Read Ch. 3
# 10	Discuss Ch. 3	Prob. 3-2A, 3-3A 3-4A, 3-5A
# 11	Work on Homework	
# 12	Work on Homework	
# 13	Review Ch. 3 Homework	Study for Test
# 14	Test Ch. 1-3	Read Ch. 4
# 15	Review Test and Discuss Ch. 4	Prob. 4-1A, 4-2A, 4-3A, Challenge
# 16	Work on Homework	
# 17	Work on Homework	
# 18	Review Ch. 4 Homework	Red Ch. 5
# 19	Discuss Ch. 5	Prob. 5-1A, 5-4A 5-5A
# 20	Work on Homework	
# 21	Work on Homework	
# 22	Review Ch. 5 Homework	Study for Test
# 23	Test Ch. 4 and 5	
# 24	Review Test and Start Comprehensive Problem	
# 25	Work on Homework	Work on Homework
# 26	Work on Homework	Work on Homework
# 27	Work on Homework	Work on Homework
# 28	Review Comprehensive Problem	
# 29	Discuss Ch. 6	Read Ch. 6 Prob. 6-1A, 6-3A, 6-4A
# 30	Work on Homework	
# 31	Work on Homework	
# 32	Review Ch. 6 Homework	Read Ch. 7
# 33	Discuss Ch. 7	Prob. 7-1A, 7-2A, 7-5A
# 34	Work on Homework	
# 35	Work on Homework	
# 36	Review Ch. 7 Homework	Read Ch. 8
# 37	Discuss Ch. 8	Prob. 8-1A, 8-2A, 8-5A
# 38	Work on Homework	
# 39	Work on Homework	
# 40	Review Ch. 8 Homework	Study for Test
# 41	Test Ch. 6-8	Read Ch. 9

# 42	Discuss Ch. 9	Prob. 9-1A, 9-3A, 9-4A
# 43	Work on Homework	
# 44	Work on Homework	
# 45	Review Ch. 9	Read Ch. 10
# 46	Discuss Ch. 10	Prob. 10-3A, 10-5A, 10-6A
# 47	Work on Homework	
# 48	Work on Homework	
# 49	Review Ch. 10 Homework	Study for Test
# 50	Test Ch. 9 & 10	Read Ch. 11
# 51	Review Test & Discuss Ch 11	Prob. 11-2A, 11-3A
# 52	Work on Homework	
# 53	Review Ch 11 Homework	
# 54	Comprehensive Problem	
# 55	Work on Comprehensive Problem	
# 56	Work on Comprehensive Problem	
# 57	Work on Comprehensive Problem	
# 58	Work on Comprehensive Problem	
# 59	Work on Comprehensive Problem	
# 60	Complete Comprehensive Problem	

**FINAL**

**COMPREHENSIVE**

The above schedule and procedures in this course are subject to change in the event of extenuating circumstances. Daily assignments, as well as tests, will include written component.

**XI. COURSE/CLASSROOM POLICIES**

1. Regular and punctual attendance in all classes and labs is required of all students. Attendance will be checked at the beginning of each class period. Students coming into class after the roll has been determined by the instructor and will be based on the reason for being tardy.

Unexcused absences are counted from the first day of class as listed in the college calendar, regardless of the date of the student's registration. The only excused absence is an authorized college activity.

The absence policy found in the Ranger College catalog will be applied in this course. If the student has the equivalence of three weeks of unofficial absences in a course in which he or she is currently enrolled, the instructor may drop the student from a non-developmental course with a grade of F.

2. All students are encouraged to participate in class discussions and group projects.

3. If you are absent the day of the test, a make-up test will be offered the following class period. If you miss both the test and the make-up test, then you will receive a zero. All outside of class assignments that count as daily grades must be turned in the next class period following the absence or you will receive a zero. Exceptions for extended and excused absences will be made by the instructor.
4. While in the Office Technology Lab, students need to properly care for the lab equipment as explained in the text, by the instructor, or by the lab assistant. Severe mistreatment will result in removal from the course.
5. Any student caught cheating in this class will be dropped from the class and reported to the Dean of Students.
6. Students are expected to behave in a business-like manner. If the behavior of any student disrupts the class, the instructor has the right of removal. Sleeping in class and misuse of computer equipment will result in removal from class. Any individual problems concerning grades, absences, etc. should be discussed with the instructor before class, after class, or by appointment.
7. Support Services: Library, and Office Technology Lab
8. **ADA STATEMENT:** Ranger College provides a variety of services for students with learning and/or physical disabilities. The student is responsible for making the initial contact with Ranger College Counselor. It is advisable to make contact before or immediately after the semester begins.

## **X. ASSESSMENT**

1. All homework that is assigned at the end of each chapter will count as a daily grade. (See test and assignment syllabus).
2. If you are absent the day homework is due then it will be accepted at the beginning of class on the next class meeting only. If you do not have it, you will receive a zero. Exceptions for extended absences will be made with the instructor's approval.
3. All daily grades will be averaged and will count 2/5 of your final grade.
4. All tests will be averaged, including the final, and they will count 3/5 of your final grade.
5. If you are absent the day of the test you will take the test the next class meeting or you will receive a zero. Exceptions for extended absences will be made with the instructor's approval only.

6. Anyone caught cheating on a test will be given a zero in the class.
7. The absence policy in the catalog will be followed with reference to grading. Anyone leaving the class after it has begun without the instructor's prior consent, will be counted absent and receive a zero for that day.
8. There is no extra credit work.

#### LEVELS OF ACHIEVEMENT FOR GRADING PURPOSES:

1. "A" level will be assigned to students with an average of 90-100.
2. "B" level will be assigned to students with an average of 80-89.
3. "C" level will be assigned to students with an average of 70-79.
4. "D" level will be assigned to students with an average of 60-69.
5. "F" level will be assigned to students with an average below 60 or anyone caught cheating in this class.

#### METHODS OF EVALUATING ACHIEVEMENT OF STUDENTS:

The course textbook, contemporary practice, handouts, and lecture notes will be used as standards for evaluation of your work on exams.

Exams will consist of multiple choice, matching, true/false, short answer, discussion questions, problems, or a combination of these.

Exams will be the measurement used to determine the competence level of the students in the following areas:

#### COMPETENCE TESTED

TEST 1 Accounting Cycle for Service Business  
(Learner Outcome 1, 2, 4)

1. Classification of Accounts
2. Accounting Equation
3. Accounting Terms and Definitions
4. Account Balances
5. Journalizing Transactions
6. Trial Balances
7. Income Statement
8. Balance Sheet

- TEST 2 Complete Accounting Cycle for Service Business  
(Learner Outcome 5)
9. Ten-Column Worksheet
  10. Adjusting Entries
  11. Closing Entries
- TEST 3 Accounting for Merchandising Business and Cash  
(Learning Outcome 3, 6, 7, and 8)
12. Petty Cash Register
  13. Petty Cash Transactions
  14. Reconciliation of Bank Statement
  15. Sales Journal
  16. Purchases Journal
  17. Cash Receipts Journal
  18. Cash Payments Journal
- TEST 4 Complete Accounting Cycle for Merchandising Business  
(Learner Outcome 4,5)
19. Worksheet for Merchandising Business
  20. Adjusting Entries
  21. Closing Entries
  22. Financial Statements
- TEST 5 Total Accounting Cycle for Merchandising Business  
(Learner Outcome 1, 2, 3, 4, 5, 6, 7, 8)
23. Comprehensive Problem on Accounting Cycle for Merchandising Business including Payroll.

Accuracy percentages will be determined for each based on the number of errors made in relation to 100 percent. The student's minimum goal for each competence should be 60%.

**XI. ADMISSIONS, EMPLOYMENT, AND PROGRAM POLICIES OF RANGER OF RANGER COLLEGE ARE NONDISCRIMINATORY IN REGARD TO RACE, CREED, COLOR, SEX, AGE, DISABILITY AND NATIONAL ORIGIN.**

**XII. RECEIPT OF SYLLABUS**  
**(Required of all students and filed by the instructor)**

**Legibly print** the following information:

**Name:**\_\_\_\_\_ **Date:**\_\_\_\_\_

“I have received and understand the information in the syllabus for ACNT 1425 and I agree to abide by the stated policies. “

**Signature of the student:**\_\_\_\_\_