**PURPOSE OF THE COURSE:**

The purpose of this course is to introduce the student to the theory, purposes, and methods of Financial Accounting on an introductory level. Here are some of the benefits you will get from the successful completion of this course:

- This course, offered as the introductory accounting course at colleges and universities, will give you a foundation for further work in accounting. The course will give you a feel for what accounting is about and its level of difficulty. Of course, the type of employment one can expect is dependent on the amount of schooling one obtains. A four-year degree is required for many accounting jobs.

- You will gain a minimum level knowledge of accounting that can be used in financial statement analysis. It should be kept in mind, however, that a little knowledge could be dangerous. The knowledge required to be successful at investing in stocks and bonds goes far beyond what is included in this course and also includes areas of knowledge outside accounting. You will be able to read the financial press and financial statements with more understanding and make more knowledgeable financial decisions as a result of taking this course.

- This course will give you a basic understanding of a form of business communication. Upon successful completion of this course, you will be able to look at a set of financial statements, understand their components, and have a basic understanding of how the financial statement numbers were produced.
This course will satisfy the curiosity of anyone who wonders about the meaning behind all the numbers and concepts that drive businesses all over the world.

**COURSE DESCRIPTION:**

This course begins with an overview of the financial statements and the instruction of the accounting cycle. The underlying theory of recording accounting transactions is introduced and the student is taught how the financial statements are built up through the accounting process. The course also looks at individual sections of the financial statements on a more detailed level. Most of the text concentrates on elements of the balance sheet, though the income statement and statements of cash flow are covered as well. You will quickly realize that accounting is a fairly complex process with considerable flexibility in its application.

**COURSE OBJECTIVES:**

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

- Describe the field of accounting and the role the accountant plays in the business organization.
- Explain specific aspects underlying the accounting cycle, including inventories and costing, sales, accounts receivable and cash receipts, purchases, accounts payable and cash disbursements, plant assets, intangible assets, payroll systems, notes, uncollectible accounts, petty cash and bank reconciliations.
- Identify the accounting principles to be used in making various economic decisions.
- Describe the opportunities available in the field of accounting.
- Utilize General Ledger software in financial statement analysis.
- Discuss the concepts and prepare journal entries relating to adjusting, closing and reversing entries.
- Utilize General ledger software in financial statement analysis.

*In addition:*

- Initiate, understand, assess, and assume responsibility for your own ongoing learning.
- Access and use accounting resources effectively.
- Work alone and collaborate with others.
- Resolve dilemmas emerging from complex situations.
- Think and communicate effectively using appropriate means.
- Clarify personal values, purposes and goals.
**RESOURCES:**

You will benefit in this course by access to *written materials* and to *people*. Resources available to you include:

*Course outline* – This outline provides you with essential information about the course.

*Tutoring* – Suffolk Community College provides *(free of charge)* accounting tutoring in Orient Room 234. Phone 548-2594 for details. All students should take advantage of this service.

*Academic computing center* – Students can use the computing center to complete the assigned general ledger software problems. Phone 548-2612 for hours.

*Textbook Publisher* – The publisher of our text offers several learning aids to assist students. For information on these resources access the following web site: [http://www.wiley.com/college/weygandt](http://www.wiley.com/college/weygandt)

*Accounting web sites* –
  - [http://www.accountingnet.com](http://www.accountingnet.com)
  - [http://www.accountingstudents.com](http://www.accountingstudents.com)
  - [www.aicpa.org](http://www.aicpa.org) (CPA exam info, links to the NYS Society of CPAs and other good stuff)
  - [www.wsj.com](http://www.wsj.com) (Wall Street Journal)
  - [www.sec.gov](http://www.sec.gov) (Securities and Exchange Commission)
  - [www.imanet.org](http://www.imanet.org) (Institute of Management Accountants)

**COURSE REQUIREMENTS:**

Like all courses, this class has specific requirements:

- STUDY all assigned text material.
• All homework must be completed and maintained by the student.
• Submit lab assignments on time.
• Participate in solution of assigned homework problems and discussion of assigned questions. Reading, written and computer lab assignments are given throughout the semester. It is expected that assignments will be completed when due and that you will be ready to discuss solutions. Homework will be checked at various times throughout the semester without prior announcement. Consequently, you should always have your homework completed, ready to be submitted. Failure to present homework will adversely affect your final grade. If more than 3 assignments are missed, your final grade will be reduced by **at least** an additional ½ grade (for example: from B to C+)

• Satisfactory completion of all examinations. **If you miss or fail an exam you must take the comprehensive final exam.**

• Due to the difficulty of the subject matter of this course students should be prepared to spend **at least** four hours of study time per week outside of class in order to obtain a passing grade.

• Students are strongly encouraged to make an appointment with the instructor at the first sign of difficulty.

• Students are encouraged to form Study Groups to work on homework and study for tests.

**GRADING:**

Grading is the province of the individual instructor. As in most college courses, the average student doing the average amount of work can expect to earn a grade of “C” for the course. However, students come into AC 101 at all levels of proficiency: some may work very hard and still barely manage to bring their grade up to average college standards. Knowing as I do that an Accounting course is a course in language learning, and knowing as well that language learning proceeds most expeditiously under conditions of positive reinforcement, I reserve the right to adjust your earned grade half a grade (say from a C- to a C) in recognition of extraordinary effort, as evidenced in lab exercises, homework completion, and class participation.

There are numerous opportunities to perform well in this class. Your grade will be a function of your performance on the following:

<table>
<thead>
<tr>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (3 during the term)</td>
</tr>
<tr>
<td>Homework</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

• **A comprehensive final exam will be given on December 15, 2009.** This is the **ONLY** make-up exam given during the semester.
ATTENDANCE:

ATTEND ALL CLASSES.
I follow the SCCC attendance policy (no excuses: if you are very ill or suffering from personal problems which prohibit you from attending class, please withdraw by the college deadline). Even if you have legitimate excuses for being absent, it is just not feasible to assume that if you miss three or more classes you will be getting the information you need to earn 4 credits. “The college defines excessive absences or lateness as more than the equivalent of one week of class meetings during the semester. A student may be removed from the class roster by an instructor at any time when, in the judgment of the instructor, absences have been excessive or when other valid reasons exist” (SCCC 2008 – 2010 Course Catalog, as amended). However, under very compelling circumstances I may permit you to remain in class after your second absence, however you must speak to me immediately upon your third absence and your final grade may be adjusted downward up to 2 letter grades.

LATENESS:

Lateness will not be tolerated. It is rude and disruptive to the learning process. Three late events = one absence. What is a “late event”? A late event is any time that you enter class after I have begun that day’s lesson.

WITHDRAWAL FROM CLASS:

The last day to withdraw from class and be guaranteed a “W” grade is October 21, 2009. Please do not ask me to sign a “W” slip after this date. There will be ABSOLUTELY NO EXCEPTIONS TO THIS POLICY. If a third absence occurs before this date, you are strongly encouraged to remove yourself from the class roster, if you do not you may receive an F for your final grade.

PARTICIPATION:

• Ask questions
• Participate in class
• Assist your peers
• Seek new information
• Challenge yourself
LEARNING TOOLS:

You, the student, are the center of the learning process. While your professor can provide you with the guidance and materials that you need to succeed, it is your responsibility to set goals, plan your work, make notes from readings, lectures and discussions, and schedule the time you will need to complete assignments. Developing good study skills can not only save you time and energy, but can also help you learn better, independently and with less guesswork. My suggestions include:

- Set learning goals
- Plan and organize a schedule with ample time for reading, studying, reviewing and studying for tests
- Adjust your schedule as the class progresses
- Break down work into manageable units
- Pace the course workload evenly
- Use a study location free of distractions
- Review periodically

Study with others. One of the best ways of learning is to study with someone else. Get to know one or more students in this class and work together. After a reading assignment, review the answers to the assigned chapter questions and discuss what you believe were the major points. Test each other for specific knowledge.
<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>QUESTIONS</th>
<th>BRIEF EXER.</th>
<th>EXERCISES</th>
<th>TEXT PROBLEMS</th>
<th>LAB WORK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2,3,5-9,11-17,18</td>
<td>1,2,4,6,7</td>
<td>1,4,5,7,8,12,14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1,2,3,4,6,7,8,9,12,13,17,16,18</td>
<td>1,2,3,7,8,9</td>
<td>5,9,12</td>
<td>1A,2A,3A,5A</td>
<td>Myopia Pet Psych</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2,3,5,6,7,8,9 through 10</td>
<td>3,4,5,7,8</td>
<td>1A</td>
<td>Teeny Tina &amp; Big Mama</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6,7,9,16,18</td>
<td>4,8</td>
<td>4,7,8,9,15,16,17</td>
<td>2A</td>
<td>Ominous Huckster Aloof Tal.</td>
<td>Eliminate pgs. 142-148</td>
</tr>
</tbody>
</table>

**October 13, 2009**

**TEST 1**

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>BRIEF EXER.</th>
<th>EXERCISES</th>
<th>TEXT PROBLEMS</th>
<th>LAB WORK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>2,4-6,11,14,16,17</td>
<td>2,3,4,5,6,7,9</td>
<td>2,3,4,7,12,13,15,1B</td>
<td>1A,2A,4A</td>
<td>Silly Candy</td>
</tr>
<tr>
<td>6</td>
<td>2,3,6</td>
<td>1,2,3,4</td>
<td>4,5,6,</td>
<td>1A,1B,2A,2B,3B</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1,2,4,6,7,13,14</td>
<td>2,4,6,7,8,11</td>
<td>3,5,6</td>
<td>5A</td>
<td>Dubious Art Gal.</td>
</tr>
</tbody>
</table>

**November 12, 2009**

**TEST 2**

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>BRIEF EXER.</th>
<th>EXERCISES</th>
<th>TEXT PROBLEMS</th>
<th>LAB WORK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1,3,4,5,7,9,11-14,17</td>
<td>1,2,3,5,6,8,9,10</td>
<td>5 thru 7</td>
<td>1A,2A</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2,4,18,21,22</td>
<td>6</td>
<td>5,8,11</td>
<td>2A,3A,2B,3B</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>8 thru 13</td>
<td>7</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8-Dec-09**

**TEST 3**

<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>BRIEF EXER.</th>
<th>EXERCISES</th>
<th>TEXT PROBLEMS</th>
<th>LAB WORK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 10</td>
<td>Return test 3 Review for Final</td>
<td>Dec. 15 FINAL</td>
<td>Dec. 17 RECAP &amp; RETURN FINALS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE: The ONLY make-up Exam will be comprehensive in nature and will be administered on December 15, 2009