

**NORTHWEST-SHOALS COMMUNITY COLLEGE
BUS241 PRINCIPLES OF ACCOUNTING I SYLLABUS**

INSTRUCTOR: Ms. Melissa Williams
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Fall Semester 2007

Week	Date	Topic	READING AND LAB ASSIGNMENTS
1	20-Aug 22-Aug		Syllabus Homework: Read Chapter 1
2	27-Aug	Chapter 1	Complete Short Exercises SE1-S10 (Pages 31-33) Complete Exercises E1-E11 (Pages 33-35) *omit (E5 & 6)
	29-Aug	Chapter 1	Complete Problems P3 & P5 (Pages 36-37) Complete Problem P8 (Pages 38-39) Complete Problems SD3 & SD4
3	3-Sep 5-Sep	Labor Day Chapter 1	No Class Complete Problem 1 Page 36 (will take up) Read Chapter 2
4	10-Sep 12-Sep	Test on Chapter 1 Chapter 2	Complete Questions 1-12 (Pages 72-73) Complete Short Exercises SE1-SE9 (Pages 73-74)
6	17-Sep 19-Sep	Chapter 2	Complete Exercises E1; E3-E8 (Pages 75-76) Complete Problems P2-P4 (Pages 79-80)
6	24-Sep 26-Sep	Test 2 Chapter 2 Chapter 3	Read Chapter 3 Complete Questions 1-19 (Page 114) Complete Short Exercises SE1-SE10 (Pages 114-115) Complete Exercises E1-E5 (Pages 115-116) Complete Problems P2-P4 (Pages 119-121)
7	1-Oct 3-Oct	Chapter3 Chapter 4	Complete Exercises E4 (Page 153) Complete Problems P1 & P5 (Pages 155-156 & 158-159) Review for Test 2/ lab (Chapters 3 & 4)
8	8-Oct 10-Oct	Chapter 4 Test 3 (Chapter 3 & 4)	Complete Exercises E1; E4-E8; E10-E14 (Pages 199-202) Complete Problems P1-P3 (Pages 202-204)
9	15-Oct 17-Oct	Chapter 5 Chapter 5	Complete Short Exercises SE1-SE6 (Page 242) Complete Exercises E2 & E5 (Pages 243-244) Complete Problems P2 (Pages 246--247)
10	22-Oct 24-Oct	Chapter 6 Chapter 6	How to Read an Annual Report (Pages 257-266) Annual Report due

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11	29-Oct 31-Oct	Chapter 6 Test 4 (Chapter 5 & 6)	Review for Test on Chapters 5 & 6
12	5-Nov 7-Nov	Chapter 7 Chapter 7	Read Chapter 7 Complete Questions 1-3 (Page 348) Complete Short Exercises SE1-SE9 (Pages 349-350) Complete Exercises E1 & E2 (Pages 350-351) Complete Problems P2 & P4 (Pages 354-356)
13	12-Nov 14-Nov	Veterans Day Chapter 8	No Class Read Chapter 8 Complete Questions 1-6 (Pages 389-390) Complete Short Exercises SE1-SE7 (Pages 391-392)
14	19-Nov 21-Nov	ACA Professional Development Thanksgiving Holidays	No Class No Class
15	26-Nov 28-Nov	Chapter 8 Chapter 8	Complete Exercises E5-E9 (Pages 393-394) Complete Problems P1,P2 & P5 (Pages 394-397) Internal Control Article Complete Assignments
16	3-Dec 5-Dec	Test 4 on Chapter 7 & 8 Chapter 9	Read Chapter 9 Complete Questions 1-10 (Pages 427-428)
17	10-Dec 12-Dec	Chapter 9 Chapter 9	Complete Short Exercises SE6-SE9 (Page 429) Complete Exercises E4, E6 & E7 (Page 430) Complete Problems P2 & P3 (Pages 432-434) Project Due
18	17-Dec	Final Exam	Chapter 9

Note: Assignments may be added or deleted based on the progress of the class and other circumstances. It may be necessary to adjust the time frame of assignments and class.

REQUIRED TEXTBOOKS: Principles of Accounting 10th Edition. Needles, Powers, Crosson

SUPPLEMENTAL MATERIALS: Working Paper Chapters 1-18

GRADING: The practice set, comprehensive problems, homework and news articles will count as an exam grade. A student may drop his or her lowest exam grade if he or she has taken 5 exams and only has 1-2 absence(s).

MAKEUP EXAMS: Attendance at all exams is imperative. However, should an exam be unavoidably missed, it is the student's responsibility to contact the Instructor and schedule a makeup exam. All makeup exams should be completed within a week of the original test or a zero may be assigned for that exam. A different exam may be given as the makeup.

OBJECTIVES: Upon successful completion of this course the student should be able to:

- 1 Describe business transactions
- 2 State the rules for debit and credit based on the type of account
- 3 Describe the basic steps of the accounting cycle of a small service business
- 4 Journalize adjusting and closing entries
- 5 Prepare financial statements - Income Statement and Balance Sheet
- 6 Demonstrate the control of cash by preparing bank reconciliations
- 7 State the effects of inventory methods and misstatements of inventory on income determination, income taxes, and cash flow.
- 8 Define accounts receivable and apply the allowance method of accounting for uncollectible.