MID-STATE TECHNICAL COLLEGE
ACCOUNTING I (101-111) COURSE SYLLABUS
SPRING SEMESTER 2008—ONLINE INSTRUCTION

INSTRUCTOR: Jim Kruziki
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OFFICE PHONE: 342-3120
OFFICE HOURS: 8 am—8:50 M, W, F

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933 Michigan Avenue
Stevens Point, WI 54481

COURSE LENGTH: 17 weeks CREDITS: 4

CengageNow Course On-line key: E-6Y6JUP56GMNXX

ONLINE LEARNER RESPONSIBILITIES: As an online learner you will be faced with the following responsibilities:

- Possess adequate computer experience and ability to access the internet
- Be ready to begin class and participate on the first day (08/23/2007)
- Purchase course related materials
- Self-discipline to complete learning tasks by assigned date
- Individual responsibility for self-learning
- Desire and ability to communicate electronically with instructor and other students on a regular and timely basis
- Use online delivery systems: MSTC Educator and CengageNow online

COURSE DESCRIPTION: Accounting I is a beginning course in accounting designed especially for students who plan to continue in the field or need a strong foundation in accounting principles required for their career path. Included are the complete cycles for both service and merchandising enterprises. The accounting procedures are coordinated and clarified through the use of one practice set for a sole proprietorship. Course prerequisites: none.

COURSE COMPETENCIES:
1. Account for the financial activities of a sole proprietorship service organization.
2. Account for the financial activities of a sole proprietorship merchandise organization.
3. Use special journals.
4. Utilize cash controls.
5. Account for current receivables.
6. Compute the cost of inventory.
7. Account for plant assets.
8. Account for Payroll.

MSTC CORE ABILITIES:
- Demonstrate global awareness and responsibility
- Act with integrity
- Demonstrate effective critical and creative thinking
- Work cooperatively
- Apply technology to specific occupational tasks
- Communicate clearly and effectively
- Manage self responsibly
- Learn effectively
- Assure quality

**MSTC ACADEMIC INTEGRITY POLICY:**
The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or is willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own), is subject to disciplinary action up to and including suspension.

**STUDENT ASSIGNMENTS:** Students are expected to read and study assigned material, and complete written problems. *CengageNow* online learning is required to complete most assigned problems and quizzes. Failure to complete assigned problems or quizzes by the due date will result in a score of 0 for that activity.

**PERFORMANCE ASSESSMENTS:** Quizzes, problems, and a practice set make up the basis for the course grade. All work must be completed by the scheduled date or a score of 0 will be assigned for that activity. **Failure to complete assigned work and quizzes by the required date may lead to a failing grade for the course.**

Quizzes are open book/open notes and will be taken online. There will be a quiz on each chapter, which will be subject to a 60 minute time limit; you will have only one chance to take each chapter quiz. Quizzes must be completed by the due.

Problems and Practice Exercises will be completed using CengageNow. You will be able to access any assigned problem five times to enter data and make changes. Completed problems will be graded automatically online; a maximum of five points will be awarded for each problem. Problems must be completed by the due date to earn the stated points.

Online discussion based on specific cases from the text will require you to post your answers and responses in the Discussions & Chat area online. Discussion is 10 points per assigned case and will be graded according to the Discussion Board Grading Rubric.

Comprehensive problems and Practice set will be worked on forms to be provided by the instructor. Grading will follow after submission of the assignment.

The following grading items will be used to determine the final grade:
- Performance Quizzes (10) 500 points
- Online practice exercises 75 points
- Online problems 200 points
- Online discussion 50 points
- Comprehensive Problems (2) 75 points
- Practice set 100 points
- Total 1000 points

Grades will be recorded in the MSTC online gradebook; use your MyMSTC to view.
GRADING SCALE: (in percentages)

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<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>B+</td>
<td>90—92</td>
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<tr>
<td>C+</td>
<td>82—84</td>
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<tr>
<td>D+</td>
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<td>C-</td>
<td>77—78</td>
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<td>F</td>
<td>below 70</td>
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MATERIALS:

Presentation Videos are available for purchase on CD from the campus bookstores. These can be viewed on a computer with Quicktime Player or with an iPod. Practice set, notebook, pencils, pocket calculator.

RESOURCES:
Text web site: www.thomson.com/accounting/warren
The text online site provides you with a wealth of resources, including quizzes, internet applications, e-lectures, review problems.
DVDs available for checkout in the MSTC library; you may use for review and presentation of course material.

INSTRUCTOR WEB PAGE: http://instructor.mstc.edu/instructor/jkruziki
MSTC EDUCATOR: http://mstc.ucompass.com/
Mid-State Technical College web site: www.mstc.edu
MSTC Student Support Services: http://www.mstc.edu/students/support.htm

ADA Statement
“If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Services. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations so contact Disability Services as soon as possible. It is MSTC’s goal to assist you in your individual educational plan.” For more information see: http://www.mstc.edu/students/support.htm