

Accounting I
Mr. Phil Mayer

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(860)892-5749

OFFICE HOURS (faculty office #C208)

M 2 to 3:30

T: 1:00 to 3pm TASC*

W 2 to 3:30

Friday 9 to 10am

The TASC tutoring center is located on the left side of the library in C117

COURSE DESCRIPTION: An introduction to the fundamentals of accounting.

GRADES

4 tests	60%	100-94 = A	79-77 = C+
Homework	25%	93-90 = A	76-73 = C
Final	15%	89-87 = B+	72-70 = C-
		86-83 = B	69-67 = D+
		82-80 = B-	63-66 = D
			62-60 = D-

ATTENDENCE: It is important that you attend class; you cannot learn if you're not there. Numerous absences will affect your grade. It is your responsibility to get all notes, materials, and assignments for any classes that you miss. If you regularly miss or disrupt class, or are consistently late and/or consistently leave early, that will be a clear signal to me that you do not care about grade; consequently, if you have a borderline average, and come to class, you will be given the higher grade; if you demonstrate that you don't care about your grade, you will be given the lower grade.

I expect all of my students to have the integrity and character to be honest at all times. Students caught cheating will get a "0" on that test, and it will not be dropped. In addition, you may get an "F" in the class regardless of your average.

We will at times discuss issues which people have different opinions about. Please remember to respect each other and act civilly at all times.

Make-up exams will be given ONLY if the student has contacted the instructor PRIOR to the test. Make-ups will be administered during my regular office hours ONLY. Students MUST take the exam BY THE NEXT SCHEDULED CLASS TIME – NO EXCEPTIONS. Failure to follow this policy will result in either a grade of 0 on that test,

a penalty of 10 to 20 points, and/or a make-up exam that is all essay. You will be allowed to take one make-up exam per class per semester.

Ten points per day will be deducted from any assignment that is late. In the real world, those who can't meet deadlines are fired.

Snow: In the event of wintery weather, please listen to 106.5, Q105, I-98, 1350AM, or WSUB for cancellations. If you do not hear that Three Rivers Community College is closed, that means we are open. You can also look at the website www.trcc.comnet.edu or call the switchboard at 886-0177 for weather info. If you do not hear we are closed, TRCC is open and class will be held. However, if you believe that it is too dangerous to come to class, that's understandable; you are still responsible for finding out what you missed (see tentative course outline on third page) and learning that material.

*** The best way to study for my tests is to study my lecture notes and the homework I assign. It is important that students learn ALL of the definitions we discuss in class; toward that end, students will find making "flashcards" with the word on one side and the definition on the other useful. These flashcards can be used to learn about the various graphs we discuss as well. PRACTICE THE HOMEWORK and LOOK OVER THE EXAMPLES IN THE BOOK!

COURSE OUTLINE

test 1: Chapters 1, 2 (Wednesday, Sept 15)

(NO CLASS MONDAY Sept. 6)

test 2: Chapters 3, 4 (Wed., Oct. 13)

test 3: Chapters 5, 6 (Wed., Nov.10)

NO CLASS Wed 12/01: at a conference on business and social responsibility

test 4: Chapters 7, 8, 9 (Wednesday, Dec. 8)

Final: take-home, due Thursday Dec 16 at NOON (NO CLASS – please email me the final or drop off at my office)

College Withdrawal Policy: A student who finds it necessary to discontinue a course MUST complete a withdrawal form obtained from the Registrar's Office. Students may withdraw from class anytime during the first ten weeks of the semester without being in good standing or obtaining prior permission of the instructor. After that period, a student wishing to withdraw must obtain written authorization of the instructor to receive a "W" grade for the course. Students who fail to properly withdraw and discontinue coming to class will receive an "F" grade. Eligibility for refund of tuition is based upon date of withdrawal when received by the registrar. Verbal withdrawals will not be accepted.

Learning Disabilities Statement: If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based on disability until I have received an accommodation letter from the Disabilities Counselor.

CELL PHONE POLICY:

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement