Instructor: Rich Palmer, CPA

Phone: 925-8730 (Valencia Campus) E-Mail: rpalmer@unm.edu
Web Page: www.unm.edu/~rpalmer

Class Format: Mgt 101: Monday & Wednesday: 10:30 – 11:45 p.m. Room B120
Mgt 101L: Monday & Wednesday: 12:00 – 12:25 p.m. Room B120

Course Description: This course covers basic knowledge of assets, liabilities and owner’s equity and how each relates to the Profit & Loss Statement. Double entry balancing of the accounts and comprehensive bookkeeping techniques are the basics elements taught during this semester.

Office Hours: Posted on office door and by appointment

Textbook: College Accounting, Twenty First Edition - 2012; Heintz & Parry; South-Western College Publishing

Supplementary Material: Working Papers (required)
Practice Set – Trey’s Fast Cleaning Service (required)
Website: www.heintz.swcollege.com

Supplies Needed: Notebook, pencil and calculator. Always bring your textbook and supplies to class.

Attendance: Please follow the attendance policy as stated in the current catalog. You may be dropped when your absences total 15% and your grade average is below 60%.

If you are unable to attend class, it is your responsibility to withdraw before any deadlines. See the current catalog for information on dropping or withdrawing from class.

Grading:
- 91%-100% = A
- 81%-90% = B
- 71%-80% = C
- 61%-70% = D
- Below 60% = F

(First 3 points = “-”, next 4 = “solid”, last 3 = “+”)

A grade of "D" or "F" is not acceptable for courses required for graduation.
MGMT 101-501 (22778) & MGMT 101L-501 (27736)
FUNDAMENTALS OF ACCOUNTING I
SPRING 2016
SYLLABUS

Grade Weighting:  
Homework = 30%
Practice Set = 10%
Exams = 40%
Final Exam = 15%
Class Participation = 5%

You must attend at least 80% of the classes to receive the entire 5% Class Participation.

Your final grade is the weighted average of all the above.

Exams:  
All exams will consist of a combination of True/False, multiple choice, or essay questions.

A comprehensive final exam will be scheduled at the end of the semester. No make-up or retests are permitted.

Homework:  
Homework will consist of exercises and problems from your textbook covering each chapter. Homework assignments will be due at the end of each chapter. Late homework will receive only partial credit.

Planning:  
Plan and use your time wisely! Study and review your notes, textbook and study aids. Read each chapter before it is covered in class; and most importantly, ask questions!

Special Needs:  
If you are a qualified person with disabilities, who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs.

Snow Days:  
If the weather becomes bad and you are uncertain if your class will meet, call 925-SNOW for information.

Objective:  
Learn how to keep a set of “Books” and be able to decipher Financial Statements from the viewpoint of an owner, potential investor, regulator and creditor.

This Syllabus is subject to change
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Week 10
Monday, Mar. 21  Exam on Chapters 4, 5, 6 & 7
Wednesday, Mar. 23  Practice Set

Week 11
Monday, Mar. 28  Practice Set
Wednesday, Mar. 30  Practice Set

Week 12
Monday, Apr. 4  Practice Set
Wednesday, Apr. 6  Chapter 8

Week 13
Monday, Apr. 11  Chapter 8
Wednesday, Apr. 13  Chapter 9

Week 14
Monday, Apr. 18  Chapter 9
Wednesday, Apr. 20  Chapter 10

Week 15
Monday, Apr. 25  Chapter 10
Wednesday, Apr. 27  Chapter 11

Week 16
Monday, May 2  Chapter 11
Wednesday, May 4  Exam on Chapters 8, 9, 10 & 11

Week 17
Monday, May 9  Final Exam