Accounting 102  
**Practical Accounting I**  
Wenatchee Valley College  
Fall Quarter 2013

INSTRUCTOR  Mr. Nelson Martin  
OFFICE  Sexton Hall 6026C

CREDITS  5 Credits  
OFFICE HOUR  10:00 a.m. Daily

CLASSROOM  Sexton Hall 6016  
TELEPHONE  682-6650

CLASS HOUR  9 a.m. Daily  
EMAIL  nmartin@wvc.edu

TEXTS  COLLEGE ACCOUNTING, 1, 1-24, Nobles, Scott, McQuaig, & Bille  
WORKING PAPERS 1 -13; Practice Set to be announced

COURSE DESCRIPTION  Accounting related to a sole proprietorship service business: assets, liabilities, owner's equity. Revenue, and expense accounts; worksheets; financial statements; adjusting and closing entries; bank accounts; cash funds; and payroll.

GOALS  Upon successful completion the student will be able to accomplish the following:  
a. Explain the accounting equation;  
b. Explain the accounting cycle;  
c. Correctly analyze and record accounting transactions;  
d. Prepare basic financial statements;  
e. Understand selected accounting terms;  
f. Achieve basic competency in 56 defined tasks.

GRADING  Your grade is built upon a foundation. The foundation has two parts: homework and the practice sets. Both parts must be completed to pass the course. Not completing the foundation will reduce your grade by 40 points. Upon the foundation your grade is determined by following components:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Chapter Tests</td>
<td>70</td>
</tr>
<tr>
<td>Audit Tests</td>
<td>10</td>
</tr>
<tr>
<td>Instructor’s evaluation</td>
<td>10</td>
</tr>
<tr>
<td>Final Test</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Activity  Points
PROCEDURES: Homework Grading: The student is responsible for evaluating the accuracy of the work done. If questions remain after you have checked the answers, you are responsible to ask questions in class. Homework is part of the required foundation for the course. Work initially graded as incomplete or not submitted can be upgraded to late. No homework will be accepted after 6 December (last class day). **Failure to complete homework reduces your final score by 20 points.**

Assignments: Four problems are required for each chapter (Problem set A of each chapter). Homework is due at the beginning of the day of the scheduled test for those chapters. Include your name on the first sheet.

Practice Set: You will have two practice problems this quarter. These are graded events. You must complete them on time. They are part of the required foundation for the course. **Failure to complete the practice sets means a 10 point reduction in your score per set not completed.**

Homework Help: A textbook and the answer key for each chapter’s problems are available at the WVC Library reference desk.

Calculators: Small, portable, noiseless calculators may be used in class and during tests. Cell phones and other devices that can connect to the internet are prohibited during class. **You cannot use such devices as a calculator during a test.**

Tests: Tests will be taken as scheduled unless prior arrangements have been made with the instructor. Tests not taken will be assigned zero points and used in computing your grade. An
additional penalty, reduction of one letter grade (B- to C-), accrues if the final is not taken.

**Playback devices:** Digital or analog playback devices (ipods, MP3 players, or Walkman tape players, for example) are prohibited during tests.

**Special Needs:** The Special Populations Office: The Disability Support Services Office has been designated by the college as the primary office to guide, counsel and assist students with disabilities. If you receive services through this office and require accommodations for this class, make an appointment with me as soon as possible to discuss your approved accommodation needs. If you qualify for accommodations and I have the electronic copy of your request form from the Special Populations Coordinator, please introduce yourself to me at the beginning of class so I can connect the individual with the paperwork. I will hold any information you share with me in strictest confidence unless you give me permission to do otherwise. If you need a referral to that office or have further questions I will be available to assist you. The Special Populations office requires appropriate documentation of disability. The use of that office is voluntary.

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**CLASS SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Sep 23 - 27</td>
<td>Chapter 1: Asset, Liability, Owner’s Equity, &amp; Expenses</td>
</tr>
<tr>
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<td>Problems due: Oct 4</td>
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<tr>
<td>Sep 30 – Oct 4</td>
<td>Chapters 1 &amp; 2 Continued</td>
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<tr>
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<td>Friday: Test Chapters 1 &amp; 2</td>
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<td>Oct 7 - 11</td>
<td>Chapter 3: The General Journal &amp; The General Ledger</td>
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<td>Problems due: Oct 14</td>
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<td>Oct 14 - 18</td>
<td>Monday: Test Chapter 3</td>
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<td>Chapter 4: Adjusting entries and Worksheet</td>
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<td>Chapter 5: Closing entries and Trial Balance</td>
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<td></td>
<td>Lecture: Depreciation methods</td>
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<tr>
<td></td>
<td>Problems due: Oct 25</td>
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</table>
Oct 21 – 25
Chapters 4, 5, & Appendix A Continued
Friday: Test Chapters 4, 5, & Depreciation

Oct 28 – Nov 1
Accounting Cycle Review
Thursday: Audit Test
Chapter 6, Bank and Cash Accounts
Problems due: 8 Nov

Nov 4 - 8
Wednesday: No classes: Advising
Friday: Test Chapter 6

Nov 11 – 15
Monday: No Classes: Veterans’ Day
Chapter 7: Employee Earnings & Deductions
Chapter 8: Employer Taxes, Payments, & Reports
Problems due: Nov 25

Nov 18 - 22
Chapters 7&8 continued
Washington State Payroll Taxes

Nov 25 – 26
Monday: Test on Chapters 7 & 8
Set up Practice Set
Wednesday: Thanksgiving break starts

Dec 3 - 6
Practice Set
Friday: Audit test

Dec 9 – 11
Final: Tuesday 8 – 10 a.m.