

Syllabus

Accounting

Course Description

ACCT 2301 Principles of Accounting I

Credit: 3 (3 lecture)

This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, statement of cash flows and interpretation of financial statements.

Prerequisites

ACNT 1303 (Introduction to Accounting I)

Course Goals (includes competencies, incorporation of SCANS, etc.)

The primary purpose of this course is to provide students with a comprehensive course in financial accounting. The course is designed to meet the needs of those students who are preparing for a career in accounting and for those from other academic disciplines who recognize that the ability to use and interpret financial information is essential in today's business world.

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

Define the skills needed for employment

- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

SCANS research verifies that what we call workplace know-how defines effective job performance today. This know-how has two elements: competencies and a foundation. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace contexts in which they are applied.

- I. Resources: Identifies, organizes, plans, and allocates resources
- II. Interpersonal: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds
- III. Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information

Foundation Skills

- Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems
- Basic Skills: Reads, writes, performs arithmetic operations, listens and speaks
- Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- Personal Qualities: displays responsibility, self-esteem, sociability, self-management, integrity and honesty

SCANS workplace competencies and foundation skills have been integrated into Principles of Accounting I, and are exhibited in the SCANS schedule.

Instructor Information

Email: Marina.Grau@hccs.edu

Textbook Information

Required for the course:

Text: Financial Accounting, 9th edition (Chapters 1-17), by Warren, Reeve, Fess.

Mason, Ohio; Thomson Southwestern, 2005.

ISBN #0-324-18803-X

Lab Requirements (if any)

See your instructor for locations, days and times.

Students with Disabilities

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and click on the words Disability Information.

* Central ADA Counselors – John Reno – 713-718-6164, Martha Scribner – 713-718-6164

* Northeast ADA Counselor – Kim Ingram – 713-718-8420

* Northwest ADA Counselor – Mahnaz Kolaini – 713-718-5422

* Southeast ADA Counselor – Jette Friis – 713-718-7218

* Southwest ADA Counselor – Dr. Becky Hauri – 713-718-7910

* Coleman ADA Counselor – Dr. Raj Gupta – 713-718-7631

Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty.

Scholastic Dishonesty

Students must maintain a high standard of honesty in their academic work. They should avoid all forms of academic dishonesty, especially the following:

- a. Plagiarism. The appropriation of passages, either word for word (or in substance) from the writing of another and the incorporation of these as one's own written work offered for credit.
- b. Collusion. Working with another person in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.
- c. Cheating on an Examination or Quiz. Giving or receiving, offering or soliciting information, or using prepared material in an examination or testing situation. On examinations, students are expected (a) to remain in the examination room until the examination is finished, (b) to refrain from talking, and (c) to refrain from bringing notes and books into the examination room.
- d. Impersonation. Allowing another person to attend classes, take examinations or to do graded assignments for an enrolled student under his or her name is strictly forbidden.

A violator of any of the above offenses will incur severe disciplinary action ranging from suspension

to expulsion.

Attendance and Withdrawal Policies

Students are expected to attend class regularly. Students are responsible for materials covered during their absences, and it is the student's responsibility to consult with the instructor for any make-up assignments. Although it is the responsibility of the student for non-attendance, the instructor has full authority to drop a student for excessive absences.

A student may be dropped from any course for excessive absences after the student has accumulated absences of 12.5% of the hours of instruction. For example, in a 3 credit hour lecture class meeting 3 hours per week, a student may be dropped after 6 hours of absence.

Drops and Withdrawals:

It is the responsibility of each student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of F in the course. A student may officially withdraw in any of the following ways:

1. Complete an official withdrawal form at any HCCS campus.
2. Drop via the internet. Go to www.hccs.edu
3. Send a letter requesting withdrawal to:
Registrar, Houston Community College System
P.O. Box 667517
Houston, TX 77266-7517 The withdrawal will be effective as of the date of the postmark.
Withdrawals will NOT be accepted by telephone.

Course Requirements and Grading Policy

Students are expected to read all assigned chapters, complete and submit all assignments on due dates, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore, there are always homework assignments to do. This will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom. Additionally, you will be required to complete various assignments and projects using Excel spreadsheets and Peachtree accounting software. This software is found in the computer labs of each campus.

Students are responsible for the "learning objectives" at the beginning of each chapter. Accounting is a subject that cannot be mastered passively. The concepts and ideas can be compared to building blocks - each serves as a foundation for new ones. It is extremely important that each student be actively involved in the learning process. This requires intensive study of each chapter, the study guide, and continuous application of the ideas to homework problems.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

Grading Scales

90 - 100%	= A	(328 to 365 points)
80 - 89%	= B	(292 to 327 points)
70 - 79%	= C	(255 to 291 points)
60 - 69%	= D	(219 to 254 points)
BELOW 60%	= F	(0 to 218 points)

Evaluation Requirements

3 Sectional Exams (Drop one)	200 points
Final examination	130 points
Peachtree Project	30 points
Excel Project	20 points
Internet Project	10 points
Homework	10 points
Total	400 points

Incompletes

The grade of "I" (incomplete) may be given only if you fail to take the final exam due to valid reason(s). If you receive an "I," you must arrange with your instructor to complete the course work by the end of the following term (excluding Summer). After the deadline, the "I" becomes an "F."

See the Student Handbook for more information.

Testing

There will be a total of three sectional examinations (there will be no make-up examinations). The two highest grades received on these exams will be used to compute the student's final grade for the course. The lowest score will be dropped. If a student misses an exam, that becomes the dropped exam.

Make-up policy

There will be a total of three sectional examinations (there will be no make-up examinations). The two highest grades received on these exams will be used to compute the student's final grade for the course. The lowest score will be dropped. If a student misses an exam, that becomes the dropped exam.

Projects, Assignments, Portfolios, Service Learning, Internships, etc.

Students are expected to read all assigned chapters, complete and submit all assignments on due dates, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore there will always be homework assignments to be prepared outside of class. This will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

Students are responsible for the learning objectives at the beginning of each chapter. Accounting is a subject that cannot be mastered passively. The concepts and ideas could be compared to building blocks - each serves as a foundation for new ones. It is extremely important that each student be actively involved in the learning process. This requires intensive study of each chapter, the study guide, and continuous application of the ideas to homework problems.

Course Content

See topics in the Assignment Schedule below

Course Calendar with Reading Assignments

An assignment schedule is attached to this syllabus. This schedule will be followed throughout this course. Any modifications to this schedule will be announced in class.

Week	Date	Chapter	Topic	Assignments
1		1	Introduction to Accounting and Business	Ex 3, 4, 7, 12, 13 Pr 1A, 2A, 5A
2		2	Analyzing Transactions	Ex 1, 2, 3, 7, 8, 13 Pr 2A, 3A, 4A
		3	The Matching Concept & the Adjusting Process	Ex 1, 3, 5, 8, 9, 10, 17 Pr 1A, 2A, 3A; Activity 5
3		4	Completing the Accounting Cycle	Ex 1, 2, 3, 5, 11, 13, 15, 20, 21, 24 Pr 4A, 5A (use Excel); Activity 1
4		5	Accounting Systems & Internal Control	Ex 1, 3, 5, 10, 11 Pr 5A; Activity 2
5			Exam # 1 – Chapters 1 – 5	Homework due
6		6	Accounting for Merchandising Businesses	Ex 1, 5, 6, 7, 11, 13, 18, 20, 22 Pr 1A, 5A; Activity 1
7		7	Cash	Ex 2, 4, 6, 8, 9, 10, 14, 16 Pr 1, 2, 5; Activity 1
		8	Receivables	Ex 1, 5, 6, 9, 10, 15, 19 Pr 1A, 4A; Activity 1
8		9	Inventory	Ex 4, 7, 8, 11, 12, 15 Pr 1A, 2A, 3A
9		10	Fixed Assets & Intangible Assets	Ex 3, 4, 6, 10, 14, 18, 27 Pr 2A, 6A; Activity 1
10		11	Current Liabilities	Ex 1, 4, 7, 9, 11, 15 Pr 1A, 5A (use Excel); Activities 1 & 4
11			Exam #2 – Chapters 6 – 11	Homework due; Peachtree Project Due
12		12	Corporations: Organization, Capital Stock Transactions & Dividends	Ex 3, 4, 5, 6, 10, 12, 13, 15 Pr 1A, 3A, 4A; Activity 2
		13	Accounting for Partnerships & Limited Liability Companies (chapter shall not be fully covered)	Ex 3, 4, 5, 7, 8, 11, 17
13		14	Income Taxes & Unusual Income Items	Ex 1, 10, 11, 14 Pr 2A
		15	Bonds Payable	Ex 11, 12, 13, 14, 15 Pr 2A, 3A, 4A
14		16	Statement of Cash Flows	Ex 2, 3, 4, 7, 8 Pr 1, 2
15			Exam #3 – Chapters 12 – 16	Homework due
16			FINAL – Chapters 1 – 16	

Other Student Information (clubs, tutoring, web resources, etc.)

Accounting Department Website:
<http://swc2.hccs.cc.tx.us/accounting/>

Instructor Website:

From the HCCS homepage, choose Southwest College, choose "The Learning Web," choose Faculty, type in your instructor's name. Your instructor will have a copy of the syllabus and other pertinent information for you.

Tutoring/Lab Hours:

This will be posted in the department website as well as in the Learning Web during the second week of the semester.

Tuition Hike for Course Repeaters

Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. To avoid paying additional costs for dropping or failing a course too many times, it is important that you, as an HCC student, do your part to ensure your academic success. The student development staff and our faculty are here to assist you in every way we can to facilitate your success; nonetheless, you must take personal responsibility as a student to seek out and take advantage of the wide range of support services available at HCC campuses. The services include tutorial help (online as well as in person), Learning Assistance laboratories, Faculty and professional advising, Career Assessment and counseling, and other related services.

INTERNATIONAL STUDENTS: Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.