

Syllabus

Accounting

Course Description

ACNT 1392 Small Business Accounting

A course on how to start and operate a small business. Topics include essential management skills and how to prepare a business plan, and marketing strategies. Practical guidance is provided for selecting and maintaining a cost effective accounting system, records retention, budgets and cash flow projections. Credit: 3 (3 lecture)

Prerequisites

ACNT 2302

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

Upon completion of the course, students will have achieved the following SCANS competencies:

- I. Resources: Identifies, organizes, plans, and allocates resources
- II. Interpersonal: works with others
- III. Information: Acquires and uses information
- IV. Systems: Understands complex inter-relationships
- V. Basic Skills: Reads, writes, performs arithmetic operations, listens and speaks
- VI. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
- VII. Personal Qualities: displays responsibility, self-esteem, sociability, self-management, integrity and honesty

Instructor Information

Email: Marina.Grau@hccs.edu

Textbook Information

Text: Essentials of Entrepreneurship and Small Business Management, 2nd edition, by Thomas W. Zimmerer and Norman M. Scarborough. Upper Saddle River, New Jersey, 1998.

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 by College System officials against a student accused of scholastic dishonesty.

Scholarly dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See the Student handbook for more information.

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 instructor. For example, in this class which is a 3 credit hour lecture only class meeting 3 hours per week (48 hours of instruction), a student may be dropped after 6 hours of absence.

Course Requirements and Grading Policy

Grading Scales

90 - 100%	= A
80 - 89%	= B
70 - 79%	= C
60 - 69%	= D
BELOW 60%	= F

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

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

Mid-term Exam	100 points
Final Examination	150 points
Discussion questions	100 points
Surfing the net	50 points
Total	400 points

Make-up policy

There will be a total of 3 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. For a missed examination, a student is allowed to drop one of the first three sectional examinations.

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

Students are expected to read all assigned chapters, compete 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

Small Business Accounting
Assignment Schedule

Date	Chapter	Topic	Homework
	1	The Foundation of Entrepreneurship	Discussion Questions 1-13, and Surfing the net 1-3
	2	Strategic Management and the Entrepreneur	Discussion Questions 1-8, and Surfing the net 1-3
	3	Forms of Ownership and Franchising	Discussion Questions 1-20, and Surfing the net 1-
	4	Building an Existing Business	Discussion Questions 1-11, and Surfing the net 1-2
	5	Building a Powerful Marketing Plan	Discussion Questions 1-12, and Surfing the net 1-3
	7	Managing Cash Flow	Discussion Questions 1-9, and Surfing the net 1
		Mid-term Exam	Chapters 1,2,3,4,5,7 homework due
	8	Creating a Successful Financial Plan	Discussion Questions 1-6, and Surfing the net 1-2
	10	Sources of Funds: Equity and Debt	Discussion Questions 1-15, and Surfing the net 1-4
	11	Choosing a Location and Layout	Discussion Questions 1-15, and Surfing the net 1-5
	12	Purchasing, Quality and Inventory Control	Discussion Questions 1-17, and Surfing the net 1-5
	13	Leading the Growing Company and Planning for Management Succession	Discussion Questions 1-15, and Surfing the net 1-6
	14	Global Aspects of Entrepreneurship	Discussion Questions 1-12, and Surfing the net 1-5
	15	The Ethical, Legal, and Regulatory Environment	Discussion Questions 1-26, and Surfing the net 1-7
		Final Exam	Chapters 8,10,11,12,13,14-15 (homework due)

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

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

Tutoring/Lab Hours:
See your instructor for locations, days and times