Course Name and Information

Course Name
ACNT 1303 (3 Credit Hours)

Introduction to Accounting I
This is a WECM Course Number.

Course Level: Introductory

Prerequisite: None

Important Course Dates:
- Start Date: 08/27/18
- End Date: 12/13/18
- Certification Date: 09/10/18
- Withdrawal Date: 11/15/18

Course Goal: Upon completion of this course, you will be able to demonstrate a basic understanding of the accounting cycle for a service business, including cash and payroll.

Course Description: A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

Textbook and Access Code

Fundamental Accounting Principles (Chapters 1-17), 23rd Edition John J. Wild, Ken W. Shaw, and Barbara Chiappetta
ISBN: 978-1-26-070468-6

Custom bundle with 1-year Connect Access Code available at Brookhaven Follett Bookstore: Fund of Accounting Prin Ch 1-17 (CUSTOM)

Note: This textbook and access code are used for both ACNT 1303 and ACNT 1304. Chapters 1-4, 8, and 11 are covered in ACNT 1303. Chapters 5-7, 9, 10, and 12 are covered in ACNT 1304.

Instructor Information

Instructor: La’Portia Hurse, MS
E-mail: LHurse@dccc.edu
Telephone: 972-860-4167

Accounting Help Desk

Instructional Specialist: Sophia Kwon
E-mail: sKwon@dccc.edu
Telephone: 972-860-4376
Location: M129/M132, Brookhaven College
Hours: M, T, & R 10:00 AM – 7:15 PM  S 10:00 AM – 3:00 PM

Note: Lab associates are not tutors per se, but are there to answer questions, help with assignments, etc. Call or e-mail them before going to let them know when you are coming and to make sure they will be there and not at a meeting, ill, etc.

Caveat

The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies if circumstances so dictate.
In this course you will learn the accounting cycle for a service business, including accounting for cash and payroll. The chapters covered in the textbook are as follows:

Chapter 1: Accounting in Business
Chapter 2: Analyzing and Recording Transactions
Chapter 3: Adjusting Accounts and Preparing Financial Statements
Chapter 4: Completing the Accounting Cycle
Chapter 8: Cash and Internal Controls
Chapter 11: Current Liabilities and Payroll Accounting

Upon successful completion of this course, you should be able to:

1. Define accounting terminology.
3. Complete the accounting cycle, including adjusting and closing procedures.
4. Prepare financial statements.
5. Apply accounting concepts related to cash and payroll.
6. Prepare bank reconciliations.

Note: These end-of-course outcomes are identified by the Texas Higher Education Coordinating Board (THECB) in the Workforce Education Course Manual (WECM).

This course is divided into three units. Each unit includes two chapters each, for a total of six chapters. During this course, you will complete the following activities:

Unit 1: Solve for unknowns in the accounting equation and complete the first three steps in the accounting cycle.
   1. Analyze transactions using accounting equation and prepare financial statements.
   2. Record transactions and prepare unadjusted trial balance and financial statements.

Unit 2: Complete the last four steps in the accounting cycle.
   3. Record adjusting entries and prepare adjusted trial balance and financial statements.
   4. Record closing entries and prepare post-closing trial balance and financial statements.

Unit 3: Account for cash and current liabilities.
   1. Record petty cash transactions and prepare bank reconciliations and adjusting entries.
   2. Account for known, estimated, and contingent current liabilities.

Note: These unit objectives (UOs) and course objectives (COs) are directly related to the student learning and WECM end-of-course outcomes (SLOs). Detailed chapter objectives are listed by unit and lesson under the Blackboard “Unit” tabs. Detailed chapter objectives are also listed by chapter in the textbook.

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. Empirical and Quantitative Skills (EQS): Students will (1) demonstrate a basic knowledge of accounting concepts, principles, and procedures, (2) demonstrate computational skills, and (3) understand the use of technology in accounting and demonstrate competency. (Empirical and quantitative skills includes the manipulation and analysis of numerical data or observable facts resulting in informed conclusions).
2. Critical Thinking Skills (CT): Students will be able to think critically. (Critical thinking means being able to make reasoned judgments).
3. Communication Skills (COMM): Students will be able to communicate effectively and efficiently in their educational and workplace environment. (Communication means the ability to convey information to another effectively and efficiently. In business, good verbal, non-verbal, written, and technology communication skills help facilitate the share of information between people.)
4. Social Responsibility Skills (SR): Students will have knowledge of ethics in the workplace environment. (Social responsibility is based on ethics and is a person's or business's obligation to act for the benefit of society at large.)
5. Personal Responsibility (PR): The student will demonstrate personal responsibility in their personal and professional lives. (Personal responsibility means that a person accepts the moral, legal, or mental consequences of his/her own actions).
6. Teamwork (TW): Students will work collaboratively with a group of students to achieve a common goal. (Teamwork means that students will try to cooperate, using their individual skills and providing constructive feedback, despite any
The U.S. Department of Labor Secretary’s Commission on Achieving Necessary (SCANS) was established to determine skills that student need in order to succeed in the work environment. These skills and competencies were identified by thousands of employers in a nationwide survey. DCCCD is committed to helping students in obtain these skills and competencies. Towards this goal, some of the following foundation skills and workplace competencies have been integrated into this course.

### Foundation Skills and Workplace Competencies (SCANS)

**Foundation Skills (FS)**

1. Basic skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks
2. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
3. Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

**Workplace Competencies (WC)**

1. Resources: Identifies, organizes, plans, and allocates resources
2. Interpersonal: Works with others
3. Information: Acquires and uses information
4. Systems: Understands complex inter-relationships
5. Technology: Works with a variety of technologies

### Instructional System

The textbook and accompanying software represent the most important resources available to you. There are numerous questions, exercises, and problems designed to provide opportunities for application, feedback, and review. Your instructor will explain the procedures you should follow to complete each chapter. Most of the time you expend on study and exercise a total of 90 points.

- Study and Exercise a point for each chapter. Most of the time you expend on study and exercise a total of 90 points.

### Electronic Devices

To prevent interruptions in the classroom, please see that all pagers, cell phones, and other electronic devices are turned off in the classroom. No calls are to be received or sent in the classroom or in the Business Studies instructional lab (M129). Cell phones, pagers, etc., should be turned off before entering the Business Studies instructional lab. No programmable calculators/cell phones will be allowed when taking exams.

### The Evaluation/Grading System

#### LearnSmarts (6 * 15 points = 90 points)

LearnSmart is an adaptive learning program. You will be presented with several questions related to the learning objectives from each chapter. Each question will require you to indicate your level of confidence in knowing the correct answer before answering the question. As you progress through the questions, incorrect answers will trigger additional question(s) concerning the same objective as the one missed. Be honest about your level of knowledge as incorrectly answering a question that you previously stated that you “knew” may create additional questions to reinforce your learning. Completion of the LearnSmart is worth 15 points per chapter. Students receiving 90% of the total LearnSmart points (total for Chapters 1-4, 8, and 11) will receive full credit for their LearnSmart assignments. If less than 90% is earned, then the student will receive their earned percentage of the total LearnSmart points. No points will be given for LearnSmarts completed after the due date.

#### Assignments - Quick Study and Exercises (6 * 30 = 180 points) and Problems (6 * 15 = 90 points)

Points may be earned by completing the Quick Study, Exercise, and Problem assignments prior to each due date. Quick Study and Exercise assignments are worth 30 points each, for a total of 180 points. The Problem assignments are worth 15 points each, for a total of 90 points. At the end of the semester, students receiving 90% of the total assignment points (total for Chapters 1-4, 8, and 11) will receive full credit for their assignments. If less than 90% is earned, then the student will receive their earned percentage of the total assignment points. No points will be given for assignments submitted after the due date. Please contact your instructor when you have questions about your assignments.
Quizzes (6 * 15 = 90 points)
Each chapter quiz has 20 multiple-choice questions and is worth 15 points. Quizzes must be submitted by the due date. No points will be given for quizzes submitted after the due date.

Comprehensive Problem (50 points)
The comprehensive problem involves the application of the accounting cycle for a service business, beginning with the preparation of journal entries and ending with the creation of the post-closing trial balance. You will complete the seven steps in the accounting cycle. No points will be given for assignments submitted after the due date.

Chapter Exams (300 points)
There will be a total of 3 chapter exams during the semester with each exam having 100 possible points. If you miss class the day of an exam, your final exam will serve as your make-up exam. If you take all of the chapter exams, you may use your final exam as a make-up exam for your lowest exam grade. Your final exam grade may serve as a make-up for only one chapter exam grade. You may not use a chapter exam grade to replace your final exam grade.

Final Exam (200 points)
The final exam will have 200 possible points and will cover the material presented in all chapters. Failure to take the final exam as scheduled will result in a zero for that exam. There will be no make-up exam given.

Extra Credit (limited to 50 points toward final course grade)
Opportunities for extra credit include the Interactives through Connect. The six interactive exercises are worth 1 points each, for a total of 6 points. They cover the chapter objectives and are completed by watching short presentations and answering questions based on the presented material. There will be other extra credit opportunities worth 44 points presented by your instructor during the semester.

Other Information Concerning Evaluation/Testing
All exams will be taken in the classroom. If you arrive late for an exam, it is at the discretion of your instructor whether or not you will be allowed to take the exam. Your exams will be available for your review, but will be retained by your instructor. No programmable calculators and/or cell phones will be allowed when taking exams. No grades will be discussed on the telephone or via email.

Brookhaven College Accounting Department Policies

Class Attendance
Students are expected to attend regularly all classes in which they are enrolled. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class.

Electronic Devices
To prevent interruptions, all cell phones, pagers, etc. should be turned off before entering any classroom or instructional lab (M129) and must remain off. No calls are to be received or sent in the classroom or in the lab. No programmable calculators/cell phones will be allowed when taking exams.

Food/Drink/Smoking
Department policy prohibits eating, drinking, and smoking in any classroom and in the Business Studies instructional lab (M129).

Cheating, Plagiarism, and Collusion
Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper; using materials not authorized; collaborating with or seeking aid from another student during a test; knowingly using, buying, selling, stealing or soliciting (asking for) the contents of an un-administered test; and substituting for another person to take a test. Plagiarism is the appropriating (taking in a way that is illegal or unfair), buying, receiving as a gift or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college.

Your enrollment indicates acceptance of the DCCCD Code of Student Conduct and Hazing.

IMPORTANT:
For our course all work submitted must be completed by the student, unless otherwise instructed. Exams, projects, and homework assignments must be completed individually. Instances of cheating, plagiarism, and collusion will result in a
zero for the assignment and will forfeit the students’ rights to participate in extra credit assignments. These instances will also be reported as a Student Code of Conduct Violation.

**Students With Disabilities**

If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at Brookhaven College. If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about disability services available across the district or contact the DCCCD Office of Institutional Equity at 214-378-1633.

**Brookhaven College and DCCCD Institutional Policies**

For information on DCCCD and Brookhaven College institutional policies required as an addendum to this syllabus, go to Syllabus Addendum. It is your responsibility to familiarize yourself with this information and to make sure that you are in compliance.

https://www.Brookhavencollege.edu/syllabusaddendum
## Summary of Course Requirements

<table>
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<tr>
<th>Activities</th>
<th>Number of Items</th>
<th>Total Points Possible</th>
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</thead>
<tbody>
<tr>
<td><strong>Required Work:</strong></td>
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</tr>
<tr>
<td>LearnSmarts</td>
<td>6 @ 15 points each</td>
<td>90</td>
</tr>
<tr>
<td>Assignments</td>
<td>6 @ 30 points each</td>
<td>180</td>
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<tr>
<td>Chapter Quizzes</td>
<td>6 @ 15 points each</td>
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<tr>
<td>Comprehensive Problem</td>
<td>1 @ 50 points</td>
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<tr>
<td>Unit Exams</td>
<td>3 @ 100 points each</td>
<td>300</td>
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<td>Final Exam (Chapters 1, 2, 3, 4, 8, 11)</td>
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<td><strong>Total Required Points</strong></td>
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<td><strong>Extra Credit:</strong></td>
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<tr>
<td>Interactives</td>
<td>6 @ 1 points each</td>
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<td><strong>Total Points Possible</strong></td>
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### Grading Scale

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<th>Letter Grade Earned</th>
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<tr>
<td>800 - 899</td>
<td>80% - 89%</td>
<td>B</td>
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<td>700 - 799</td>
<td>70% - 79%</td>
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<td>600 - 699</td>
<td>60% - 69%</td>
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<tr>
<td>Below 600</td>
<td>Below 60%</td>
<td>F or N</td>
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### Receiving Your Grades

**Grade reports are no longer mailed.** Convenient access is available online. Just use your student identification number when you log in to [eConnect](https://econnect.dcccd.edu/).

**How to check your grades online:**
1. Select "Check My Grades (GPA)" under "My Personal Information."
2. If you are not already logged in, you will be prompted to do so.
3. Select the grade type you wish to review.
4. Press the submit button.
5. All Grades for the selected grade type will be displayed.

**Note:** You will need your 7 digit Student ID # and your password to log in.
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<th>Due Date</th>
<th>Chapter</th>
<th>Activities</th>
<th>Points Earned</th>
<th>Point Value</th>
<th>Cumulative Points</th>
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</tr>
<tr>
<td>T</td>
<td>11/13</td>
<td>Chapter 11: Current Liabilities and Payroll Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>11/15</td>
<td>Review for Exam 3</td>
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</tbody>
</table>

**LAST DAY TO WITHDRAW WITH A ‘W’ IS THURSDAY, NOVEMBER 15**

| T   | 11/20   | Holiday                                                               |
| R   | 11/22   | Holiday                                                               |
| T   | 11/27   | **Exam 3: Chapters 8 and 11**                                         |
| R   | 11/29   | Comprehensive Problem                                                 |
| T   | 12/04   | Comprehensive Problem                                                 |
| R   | 12/06   | Review for Final Exam                                                 |
| T   | 12/11   | **Final Exam: Chapters 1, 2, 3, 4, 8, 11**                            |

**Note:** The above schedule may be revised at the discretion of your instructor.