INTRODUCTION TO ACCOUNTING I
COURSE SYLLABUS
FALL 2018

Course Name
ACNT1303 – Introduction to Accounting I

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.

General Information
Course Prerequisite: READING (Concurrent).     Course Days: Aug. 27 – Dec. 13
Course Level: Introductory     Course Time: 8am -9:20am
Course Credit Hours: 3

Textbook(s)

Instructor Information
Instructor: Cencelia Pierre, CPA, MSA, MBA    Telephone: (214) 860-8640
E-mail: cpierre@dcccd.edu                            Office Hours: TBD W-220C

Help Desk                  Free Tutoring
Lab:   Accounting Lab Assistants
Room:   W139
Hours:    See Resources on Blackboard

IMPORTANT DATES:

1. Course Date: Aug. 27 – Oct. 19, 2018
2. Census/Certification Date: Sept. 1, 2018
3. Drop with a “W”: Oct 6th
4. Holidays: Nov. 22 – Nov. 25

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies if circumstances so dictate.
STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will:

1. Define accounting terminology.
2. Analyze and record business transactions in a manual and computerized environment.
3. Complete the accounting cycle.
4. Prepare financial statements.
5. Apply accounting concepts related to cash and payroll.
6. Prepare bank reconciliations.

COURSE EVALUATION

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Point Value</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Homework (8)</td>
<td>800</td>
<td>80%</td>
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<tr>
<td>Quizzes (8)</td>
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<td>80%</td>
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<tr>
<td>Mid-term Exam</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Final Exam</td>
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<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1,000</strong></td>
<td><strong>100%</strong></td>
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GRADING SCALE

<table>
<thead>
<tr>
<th>Points</th>
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<tbody>
<tr>
<td>900-1,000</td>
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<tr>
<td>800-899</td>
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<td>600-699</td>
<td>D</td>
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<tr>
<td>Below 600</td>
<td>F</td>
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Institution Policies: Please visit www.mountainviewcollege.edu/syllabipolicies For a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Honesty; Americans with Disabilities Act Statement; Religious Holidays; and CampusEmergency Operation Plan and Contingency Plan.)