INTRODUCTION TO ACCOUNTING I
COURSE SYLLABUS
FALL 2019

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 Level: Introductory
Course Credit Hours: 3
Course Days: Aug. 26 – Dec. 12
Course Time: TR 12:30pm – 1:50pm
Room: W110

Textbook(s) and Supplies
College Accounting: A Practical Approach w/MyLab Acc
Author: Slater
Edition: 14th
ISBN: 9780134832739
Copyright Year: 2019
Publisher: Pearson

Basic Calculator

Two Scantrons 882E

Instructor Information
Instructor: Jaclyn Young, MTax
E-mail: jny0001@dcccd.edu
Telephone: N/A
Office Hours: Upon Request

Help Desk
Lab: Accounting Lab Assistants
Room: W139
Hours: Mon & Tues 9:30-12:00pm, Wed 9:30am-2pm, Fri 9:30am-12pm & 1:30pm-4pm

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading
procedures, and other related policies if circumstances so dictate.
COURSE SYLLABUS
ACNT 1303

IMPORTANT DATES:

Fall Academic Semester, 2019 - Important Dates

August 26 (M) Classes Begin
September 2 (M) Labor Day Holiday
September 3 (T) Classes Resume
September 9 (M) 12th Class Day (Certification Date)
November 14 (R)* Last Day to Withdraw*
November 28 (R) Thanksgiving Holidays Begin
December 2 (M) Classes Resume
December 9-12 (M-R) Final Exams
December 12 (R) Semester Ends

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>
</tr>
</thead>
<tbody>
<tr>
<td>Homework (8)</td>
<td>400</td>
<td>40%</td>
</tr>
<tr>
<td>Quizzes (8)</td>
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<td>40%</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>1,000</td>
<td>100%</td>
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</table>

GRADING SCALE

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900-1,000</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<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.