

HOUSTON COMMUNITY COLLEGE

SYLLABUS - ACNT 2301

PRINCIPLES OF ACCOUNTING I

(Summer 2011, M Through F 8:00 am - 10:00a.m.)

Workforce Dean: Dr. Maya Durnovo
Assistant Department Chair: Mel McQueary

PREREQUISITE: ACNT 1303 (Introduction to Accounting I)

Course Description:

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, corporations, and investments, statement of cash flows and interpretation of financial statements.

Basic Course Goals

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.

Instructor Information:

Instructor:	Ercan Sinmaz
Office Location:	Katy Campus Room 345
Office Hours:	After class by appointment
Phone #:	713 718 8251
Email:	Ercan.sinmaz@hccs.edu

Textbook (Required):

Text: **Warren, Reeve, Duchac; Financial Accounting, 11e, Cengage Publishing**

Computerized Practice Set:

Completion of a computerized practice set is mandatory for the course. This practice set will be completed using *Peachtree* accounting software.

Evaluation and Requirements:

Students are expected to read all assigned chapters, complete and submit all assignments on due date, 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.

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.

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 Disabilities Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

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. "Scholarly dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Class Attendance:

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:

Faculty members will no longer be able to assign a W on the final grade entry screen. 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. Procedures for withdrawing from a class are found in the Student Handbook.

***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 visa considerations.**

New Policy: Students who repeat a course three or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please seek tutoring or other assistance prior to considering course withdrawal.

Evaluation Requirements:

3 Sectional Exams (Drop one)	200 points
Homework & Attendance	20 points
Project	60 points
Final	120 points
Total	400 points

Grading Scale:

90 - 100%	=	A	(358 to 400 points)
80 - 89%	=	B	(318 to 357 points)
70 - 79%	=	C	(278 to 317 points)
60 - 69%	=	D	(238 to 277 points)
BELOW 60%	=	F	(0 to 237 points)

Examinations:

There are no make-up exams, unless it is documented as an emergency.

Incompletes

The grade of “I” (incomplete) is conditional and at the discretion of each instructor. 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.”

HCCS Website:

Our website is: www.hccs.edu

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 Learning Web during the second week of the semester.

Assignment Schedule:

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.

SCANS – Secretary’s Commission for Achieving Necessary Skills:

Detailed SCANS information on this course is available from your instructor. For additional information about SCANS, go to: wdr.doleta.gov/SCANS/teaching

SCANS – Secretary’s Commission for Achieving Necessary Skills

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.

Workplace Competencies	Foundation Skills
<p>Resources: allocating time, money, materials, space, staff</p> <p>Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</p> <p>Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information</p> <p>Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems</p> <p>Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies</p>	<p>Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening</p> <p>Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the minds eye, knowing how to learn, and reasoning</p> <p>Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity</p>

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

Class	Date	Topic	Homework Assignment
WEEK 1			
1	6/6/2011	<u>Chapter 1: Introduction to Accounting and Business</u>	Practice Test
2	6/7/2011	<u>Chapter 2: Analyzing Transactions</u>	Practice Test
3	6/8/2011	<u>Chapter 2: Analyzing Transactions</u>	Practice Test
4	6/9/2011	<u>Chapter 3: The Matching Concept and the Adjusting Process</u>	Practice Test
5	6/10/2011	<u>Chapter 4: Completing the Accounting Cycle , Exam Review</u>	Practice Test
WEEK 2			
6	6/13/2011	<u>Exam #1 (Chapters 1-4)</u>	
7	6/14/2011	<u>Chapter 5: Accounting Systems</u>	Practice Test
8	6/15/2011	<u>Chapter 6: Accounting for Merchandising Businesses</u>	Practice Test
9	6/16/2011	<u>Chapter 7: Inventories</u>	Practice Test
10	6/17/2011	<u>Chapter 7: Inventories</u>	Practice Test
WEEK 3			
11	6/20/2011	<u>Chapter 8: Cash and Internal Controls</u>	Practice Test
12	6/21/2011	<u>Chapter 8: Cash and Internal Controls</u>	Practice Test

13	6/22/2011	<u>Chapter 9: Receivables , Exam Review</u>	Practice Test
14	6/23/2011	<u>Exam #2 (Chapters 5-9)</u>	
15	6/24/2011	<u>Chapter 10: Fixed Assets and Intangible Assets</u>	Practice Test
WEEK 4			
16	6/27/2011	<u>Chapter 10: Fixed Assets and Intangible Assets</u>	Practice Test
17	6/28/2011	<u>Chapter 11: Current Liabilities</u>	Practice Test
18	6/29/2011	<u>Chapter 11: Current Liabilities</u>	Practice Test
19	6/30/2011	<u>Chapter 13: Corporations: Organization, Capital Stock Transactions, and Dividends</u>	Practice Test
20	7/1/2011	<u>Exam #3 (Chapters 10,11,13)</u>	Practice Test
WEEK 5			
21	7/4/2011	<u>Independent Day</u>	
22	7/5/2011	<u>Chapter 16: Statement of Cash Flows</u>	Practice Test
23		<u>Final Exam (Comprehensive)</u>	