

## Course Syllabus

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NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

**Department** : Office Systems Technology

**Course Title** : Introduction to Accounting

**Section Name** : ACNT 1403

**Start Date** : 08/27/2012

**End Date** : 12/13/2012

**Modality** : FACE-TO-FACE

**Credits** : 4

### Instructor Information

**Name** : Wende Ramos

**OC Email** : wramos@odessa.edu

**OC Phone #** : 432.335.6488

### Office Hours:

<b>Monday</b>	<b>8-8:30 a.m.</b> <b>10 a.m. -12:30 p.m.</b> <b>5-5: 30 p.m.</b>
<b>Tuesday</b>	<b>11 a.m. – 12:30 p.m.</b>
<b>Wednesday</b>	<b>8-8:30 a.m.</b> <b>10 a.m. -12:30 p.m.</b> <b>5-5:30 p.m.</b>
<b>Thursday</b>	<b>11 a.m. – 12:30 p.m.</b>
<b>Friday</b>	<b>by Appointment</b>

Arrangements may be made for additional hours as needed; contact me at 432.335.6488 or email at [wramos@odessa.edu](mailto:wramos@odessa.edu) .

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

### **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. Lab fee required.

### **Prerequisites/Corequisites**

None

### **ICOs**

1,2,3,5

### **Course Objectives**

1. \*Create documents following directions in manuals.
2. Demonstrate use of correct language art skills, grammar, and punctuation.
3. \*Proofread documents.
4. \*Verify calculations made by others.
5. Present in writing examples of transactions involving changes in the five classifications of accounts (assets, liabilities, owner's equity, revenue, and expenses).
6. Prepare an income statement and a statement of owner's equity.
7. Score a minimum of 72 percent on an objective examination relating to the structure and nature of accounting and the recording of business transactions.
8. Achieve a minimum performance rating of 72 percent when demonstrating written knowledge of recording transactions from source documents into journals.
9. Demonstrate knowledge of debits and credits by recording a group of transactions pertaining to service-type and merchandising businesses in journals.
10. Demonstrate the posting process by posting entries from journals into general and subsidiary ledger accounts.
11. Prepare a schedule of accounts receivable and accounts payable.
12. \*Record sales returns and allowances, including credit memorandums and returns involving sales tax.
13. Determine cash discounts according to credit terms, and record cash receipts from charge customers who are entitled to deduct the cash discounts.
14. \*Record transactions involving trade discounts.

15. Complete a worksheet for a service-type enterprise and a merchandising business, adjust for supplies used, expired insurance, depreciation, accrued wages, etc.
16. Prepare an income statement, a statement of owner's equity, and a balance sheet for a business with more than one revenue account and accumulated depreciation account.
17. Prepare a classified income statement and a classified balance sheet for any type of business.
18. \*Compute working capital and current ratio.
19. \*Journalize and post-closing entries and prepare a post-closing trial balance.
20. \*Reconcile a bank statement and record the required journal entries directly from the bank reconciliation.
21. \*Record journal entries to establish and reimburse the petty cash fund and complete petty cash vouchers and petty cash payments records.
22. \*Record journal entries for transactions involving cash short and over.
23. \*Calculate total earnings based on an hourly, piece-rate, or commission basis.
24. Determine deductions from tables of employee's income tax withholding.
25. Complete a payroll register.
26. \*Journalize the payroll entry from a payroll register.
27. Maintain employee's individual earnings records.
28. \*Journalize the entry to record payroll tax.
29. Achieve a minimum performance rating of 100 percent demonstrating the ability to perform accounting activities on a computer.
30. Achieve a minimum of 100 percent accuracy on homework.

\*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

### **Required Readings/Materials**

College Accounting, Twelfth Edition, Price Haddock, Farina , Chapters 1-13, with Connect

### **Course Requirements (Lectures, Assignments and Assessments)**

Dates	Assignment	Description
TBA	Chapter 1 Homework	Accounting: The Language of Business
TBA	Chapter 2 Homework and Test	Analyzing Business Transactions
TBA	Chapter 3 Homework and Test	Analyzing Business Transactions Using T

		Accounts
TBA	Chapter 4 Homework and Test	The General Journal and the General Ledger
TBA	Chapter 5 Homework and Test	Adjustments and the Worksheet
TBA	Chapter 6 Homework and Test	Closing Entries and the Post closing Trial Balance
TBA	Chapter 7 Homework and Test	Accounting for Sales and Accounts Receivable
TBA	Chapter 8 Homework and Test	Accounting for Purchases and Accounts Payable
TBA	Chapter 9 Homework and Test	Cash Receipts, Cash Payments, and Banking Procedures
TBA	Chapter 10 Homework and Test	Payroll Computations, Records, and Payments
TBA	Chapter 11 Homework and Test	Payroll Taxes, Deposits, and Reports
December 10, Monday, 8-10:30 a.m.	Final Exam	Mini-Practice Set

### Grading Policy

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Homework -30%
B = 89-80	Test - 60%
C = 79-70	Final – 10%
D = 69-60	

F = Below 59	
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**Departmental Policy:**

No late work accepted and no make-up exams given.

**ATTENDANCE POLICY:**

Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **FIVE** absences will jeopardize your grade. Your final grade average will drop one point for every absence over **FIVE**.

**Special Needs**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

**Learning Resource Center (Library)**

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

**Student E-mail**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Student Portal**

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

**Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Important School Policies**

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

### **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

#### **Reasonable Expectations of Engagement for Instructors**

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### **Reasonable Expectations of Engagement for Students**

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

### **Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432.335.6486 or [nstewart@odessa.edu](mailto:nstewart@odessa.edu).**