



## **Course Syllabus**

### **ACNT 1303- Introduction to Accounting I**

**Catalog 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.

**Prerequisites:** None

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 2

**Lab Hours per Week:** 4

**Extended hours:** 0

**Contact Hours per Semester:** 96

**State Approval Code:** 52.0302

**Class section meeting time:**

**Instructional Goals and Purposes:** The purpose of this course is to teach students the principles and applications of accounting for a service business.

#### **Learning Outcomes:**

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 and correct accounting errors

#### **Specific Course Objectives (includes SCANS):**

After studying all materials and resources presented in the course, the student will be able to:

1. Demonstrate an understanding of accounting principles.
  - a. Define accounting terms. (1a-iv, la-v, lb-v)
  - b. Demonstrate an understanding of the accounting equation. (1a-v, lb-vi)
  - c. List in proper sequence the steps in the accounting cycle. (1a-ii)
  - d. Classify accounts as either asset, liability, owner's equity, revenue, or expense. (1b-vi, 2c-i, 2c-iii, 2d-i)

## 2. Process financial data.

- a. Analyze source documents and transactions and decide what accounts are involved. (1a-i, 1b-iv, 1b-vi, 1c-i, 2c-i)
- b. Classify, organize, and record data (transactions) by deciding how affected accounts are changed, by what amount, whether the change is reflected by a debit or a credit, and by recording the transaction accordingly. (1a-ii, 1b-vi, 2a-ii, 2b-iii, 2c-i, 2c-ii, 2c-iii, 2c-iv, 2d-i, 2d-ii)
- c. Demonstrate an understanding of the purposes of and procedures for recording and posting transactions. (1b-vi)
- d. Balance ledger accounts. (1a-iii)
- e. Prepare a trial balance. (1a-ii, 1a-iii)
- f. Prepare financial statements (income statement, statement of owner's equity, and balance sheet). (1a-ii, 1a-iii)
- g. Determine, journalize, and post adjusting entries. (1a-i, 1a-ii, 1a-iii, 1b-iii, 1b-vi, 2c-i)
- h. Determine, journalize, and post-closing entries. (1a-ii, 1a-iii, 1b-ii, 1b-vi, 2c-i)
- i. Prepare a post-closing trial balance. (1a-ii, 1a-iii)
- j. Reconcile a bank statement. (1a-i, 1a-ii, 1a-iii, 2b-iii, 2c-i, 2c-ii, 2c-iii)
- k. Record journal entries necessitated by a bank statement reconciliation. (1a-i, 1b-vi, 2c-i)
- l. Record a journal entry to establish a petty cash fund. (1a-i, 1b-vi, 2c-i)
- m. Record petty cash disbursements on a voucher and/or in a petty cash payments record. (1a-i, 1b-vi, 2c-i)
- n. Record a journal entry to replenish a petty cash fund. (1a-i, 1b-vi, 2c-i)
- o. Record a journal entry to establish a change fund. (1a-i, 1b-vi, 2c-i)
- p. Record a journal entry to record a deposit of cash revenue involving a shortage or overage in the cash count. (1a-i, 1b-vi, 2c-i)
- q. Compute and record payroll information in a payroll register and employee's individual earnings record. (1a-i, 1a-iii, 1b-vi, 2c-i)
- r. Record journal entries related to payroll. (1a-i, 1b-vi, 2c-i)

## 3. Process financial data electronically.

- a. Prepare data for processing. (1a-i, 2c-i, 2c-ii, 2c-iii)
- b. Format data for particular uses (i.e., payroll, general ledger). (1b-iv, 1b-vi, 2a-ii, 2c-i, 2c-ii, 2c-iii)
- c. Key/enter journal entries into the computer file. (2c-iv, 2e-i, 2e-ii)
- d. Generate accounting reports. (1b-vi, 2e-i, 2e-ii)
- e. Verify output data for accuracy. (1b-vi)
- f. Relate basic steps of data cycle to steps of the accounting cycle. (1b-vi)

### **Course Content:**

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Students will submit assignments, including exercises and problems, throughout the semester based on the course content presented in that assignment.
2. Students will complete four online exams, including the final exam, testing their knowledge of accounting principles and practices.

## **Methods of Instruction/Course Format/Delivery:**

This course will be offered online and face-to-face in the fall semesters.

Students in both the face to face class and in the online class will have access to this course via Canvas. Students in the face to face class will meet regularly for lecture over the material. Students in the Internet class will only be required to meet with the instructor for testing; however, Internet students are always welcome to attend the traditional class.

## **Major Assignments / Assessments:**

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

### **Assignments**

1. Each chapter will have selected exercises and problems to complete. Assignments will be worked in My Accounting Lab. Each assignment has a due date notated in My Accounting Lab. No late submissions will be accepted. Instructions on how to register for My Accounting Lab will be posted in Canvas.
2. Students will also have assignments to work in QuickBooks and upload results to Canvas. The text has a 140 day trial version of QuickBooks software to download on a PC (Apple products will not work). Students will need to make sure they have access to the PC for the semester with a CD drive or access to the internet in order to download the program. The software allows for 1 download.

### **Assessment(s):**

1. All exams will be online through the My Accounting Lab &/or Quickbooks application. Online students will take their tests at a Panola College testing center. Students who wish to test at another location other than Panola College will need to complete a request for Remote Testing and submit an email to the instructor with the testing location, email and phone number they wish to use.

Specific dates will be posted in Canvas. General outline of Tests:

Test 1- Chapters 1-3

Test 2- Chapters 4-6

Test 3- Chapter 7-8 & QuickBooks

Final- Comprehensive

## **Course Grade:**

The grading scale for this course is as follows:

- Assignments – 23%
- Tests – 50%
- Final – 17%
- Participation/Discussions- 10%

90 and above	A
80 – 89	B
70 – 79	C
60 – 69	D
Under 60	F

**Texts, Materials, and Supplies:**

- Textbook: College Accounting: A Practical Approach Plus MyAccountingLab with Pearson eText -- Access Card Package, 13/E, by Jeffrey Slater. ISBN 9780134077307
- QuickBooks Pro 2015: Level 1 with Trial Software by Trisha Conlon; Labrinth Learning. ISBN 9781591367804
- Access to a PC will be required to use the QuickBooks portion of the class. (Apple products are not compatible with the texts & software)

**Required Readings:**

- Students should read the chapters in the text (Chapters 1-8) along with notes posted on Canvas.
- Students should read the chapters in the QuickBooks Pro text.

**Recommended Readings:**

- None

**Other:**

- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <http://www.panola.edu/student-success/disability-support-services/> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/student-success/documents/pathfinder.pdf>

## SCANS CRITERIA

### 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
  - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
  - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
  - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
  - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
  - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
  - i) Creative Thinking: generate new ideas.
  - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
  - iii) Problem Solving: recognize problems and devise and implement plan of action.
  - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
  - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
  - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
  - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
  - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
  - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
  - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
  - v) Integrity and Honesty: choose ethical courses of action.

### 2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
  - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
  - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
  - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
  - i) Participate as a Member of a Team: contribute to group effort.
  - ii) Teach Others New Skills.
  - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

- c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

- d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

- e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.