Course Syllabus
Introduction to Accounting I
Revision Date: August 28, 2013

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.

Lecture hours = 3, Lab hours = 3

Prerequisites: None

Semester Credit Hours: 4
Lecture Hours per Week: 3
Lab Hours per Week: 3
Contact Hours per Semester: 96

State Approval Code: 52.0302

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. Demonstrate an understanding of accounting principles.
2. Process financial data.

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, 1a-v, 1b-v)
   b. Demonstrate an understanding of the accounting equation. (1a-v, 1b-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-ii, 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 a work sheet. (1a-ii, 1a-iii, 1b-ii, 1b-vi, 2c-i)
g. Prepare financial statements (income statement, statement of owner's equity, and balance sheet). (1a-ii, 1a-iii)
h. Determine, journalize, and post adjusting entries. (1a-i, 1a-ii, 1a-iii, 1b-iii, 1b-vi, 2c-i)
i. Determine, journalize, and post closing entries. (1a-ii, 1a-iii, 1b-II, 1b-vi, 2c-i)
j. Prepare a post-closing trial balance. (1a-ii, 1a-iii)
k. Reconcile a bank statement. (1a-i, 1a-ii, 1a-iii, 2b-iii, 2c-i, 2c-ii, 2c-iii)
l. Record journal entries necessitated by a bank statement reconciliation. (1a-i, 1b-vi, 2c-i)
m. Record a journal entry to establish a petty cash fund. (1a-i, 1b-vi, 2c-i)
n. Record petty cash disbursements on a voucher and/or in a petty cash payments record. (1a-i, 1b-vi, 2c-i)
o. Record a journal entry to replenish a petty cash fund. (1a-i, 1b-vi, 2c-i)
p. Record a journal entry to establish a change fund. (1a-i, 1b-vi, 2c-i)
q. 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)
r. Compute and record payroll information in a payroll register and employee's individual earnings record. (1a-i, 1a-iii, 1b-vi, 2c-i)
s. Record journal entries related to payroll. (1a-i, 1b-vi, 2c-i)

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:
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 three hands-on, application exams using accounting forms and/or computerized accounting software.
3. Students will complete four online exams, including the final exam, testing their knowledge of accounting principles and practices.

Methods of Instruction/Course Format/Delivery:
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. Resources provided through Canvas include:

- A calendar displaying assignment due dates for assignments and testing
- Online assignments
- Learning aids, including handouts, sample problems, slide presentations, and tutorials
- Email (totally contained within Canvas)

Students in both the traditional and Internet classes should use the Email within Canvas to communicate with the instructor. Using Canvas email gives access to the instructor and other classmates without having to remember or type email addresses—just select a name from the list. If unable to contact the instructor using email in Canvas, external email may be used. Replies are generally within 24 hours or less (excluding weekends and holidays); accordingly, if no reply is received, the student should re-send
the message since a delivery failure could have occurred. Students should include a subject line with email.

Assessment:
The following items will be assigned during the semester and used to calculate the student’s final grade:

- **EXERCISES & PROBLEMS**
  Each chapter will have selected exercises and problems to complete. All exercises and problems will be worked in CengageNOW. Before students can access the exercises and problems online, an account must be created with CengageNOW. To create an account, a CengageNOW printed access card must be purchased. Instructions for creating an account will be provided on the course homepage. Each exercise and problem has a due date. These are shown in CengageNOW and also on the course Calendar. All exercises and problems can be worked an unlimited number of times as long as answers are submitted before the deadline. These assignments will be graded immediately by CengageNOW and the grade will be posted in the CengageNOW gradebook.

- **EXAMS**
  All exams (including the Final Exam) will be a combination of online and applications testing. Online testing requires responses to short-answer questions; applications require the student to complete problems on paper forms or by using accounting software. Panola College students will take all exams at a Panola College Testing Center (Carthage, Marshall Mall, Shelby Regional Training Center in Center). Hours for each testing center can be found at [http://www.panola.edu/elearning/testing.html](http://www.panola.edu/elearning/testing.html). Students taking this course through the Virtual College of Texas (VCT) must make testing arrangements with the testing center at their colleges before each exam. The Calendar in Canvas will list the dates and times that testing will be available for online students. Exam dates for face to face sections will be announced in class.

- **PARTICIPATION**
  The participation portion of the grade for online students will be based on participating in a monthly discussion board. Each month will feature a different topic of discussion. The participation portion of the grade for face to face section students will be based on classroom attendance and participation. Grades for participation will be posted to Grades in Canvas.

Course Grade:
The grading scale for this course is as follows:
- Exercises & Problems – 23%
- Three Unit Exams – 50%
- Final Exam – 17%
- Participation – 10%
All grades will be posted to Grades in Canvas.

Texts, Materials, and Supplies:
• **textbook:** College Accounting, James A. Heintz and Robert W. Parry, South-Western, Cengage Learning; Twentieth Edition; ISBN 0-538-74519-3

**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 Administration Building 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.
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.