

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Accounting</u>
COURSE RUBRIC AND NUMBER	<u>ACNT 2302</u>
COURSE TITLE	<u>Accounting Capstone</u>
COURSE CREDIT HOURS	<u>3 3 : 0</u> Credits Lec Lab

I. Catalog Description

Allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.
(3:0).

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Develop the qualities of effective writing for accountants.
- B. Identify techniques for generating and organizing ideas for improved writing skills.
- C. Identify the advantages and disadvantages of editing for style at the computer.
- D. Illustrate techniques of document design.
- E. Distinguish between inductive and deductive logic.
- F. Identify the principles of business letter writing and the parts of a standard business letter.
- G. Identify the principles of memo writing and the parts of a standard memo.
- H. Describe a formal report and illustrate the parts of a formal report.
- I. Identify steps in the accounting research process, including the use of Internet research tools.
- J. Develop a resume.
- K. Prepare and present individual reports regarding current business and accounting topics.
- L. Distinguish ethical issues and present findings in a group presentation.
- M. Develop and present a project involving current business and accounting topics, including entrepreneurial topics.
- N. Utilize computer skills related to accounting applications in business.

III. THECB Learning Outcomes (WECM)

1. Complete the accounting cycle for service and merchandising businesses.
2. Demonstrate computer skills related to accounting applications in business.
3. Prepare financial reports.
4. Communicate report findings in written and/or oral form.
5. Solve complex accounting issues.
6. Participate in research and discussion on accounting issues, trends, and/or situations.

IV. Evaluation

- A. Preassessment
Students must verify that they meet the prerequisites for the class in which they are enrolled, if applicable.
- B. Assessment Projects
Research and written reports as well as oral and written presentations
- C. Final Assessment Evaluation Scale
 - A Excellent 89.5% and above
 - B Above Average 79.5%-89.4%
 - C Average 69.5%-79.4%
 - D Below Average 59.5%-69.4%
 - F Failing 59.4% and below
 - W Withdrawal Please see EPPC Catalog
- D. A final exam, which could include an individual or group project, will count at least 15% of the student's grade.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.