

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Accounting</u>
COURSE RUBRIC AND NUMBER	<u>ACNT 1303</u>
COURSE TITLE	<u>Introduction to Accounting I</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u>
	Credits Lec Lab

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 procedures and reporting. **(3:1). Lab fee.**

II. Course Objectives

Upon satisfactory completion of the course, the student will be able to manually and with the use of computerized accounting software do the following:

- A. Unit I. The Accounting Cycle
1. Describe the purpose of accounting and the accounting process.
 2. Define three types of business ownership structures.
 3. Classify different types of businesses by activities.
 4. Define the accounting elements.
 5. Construct the accounting equation.
 6. Prepare an income statement, statement of owners' equity, and balance sheet.
 7. Define the parts of a T account.
 8. Foot and balance a T account.
 9. Understand the effects of debits and credits on specific types of accounts.
 10. Use T accounts to analyze transactions.
 11. Prepare a trial balance.
 12. Describe and use the chart of accounts.
 13. Describe and explain the purpose of source documents.
 14. Journalize transactions.
 15. Post to the general ledger.
 16. Explain how to find and correct errors.
 17. Prepare end-of-month adjustments.
 18. Journalize and post adjusting entries.
 19. Prepare, journalize, and post-closing entries.
 20. Prepare a post-closing trial balance.
- B. Unit II. Accounting for Cash
1. Describe how to open and use a checking account.
 2. Prepare a bank reconciliation and related journal entries.
 3. Establish and use a petty cash fund.
 4. Use the cash short and over account.

- C. Unit III. Payroll Accounting
 1. Calculate employee earnings and mandatory and voluntary deductions.
 2. Describe and prepare payroll records.
 3. Account for employee earnings and mandatory and voluntary deductions.
 4. Describe various payroll record keeping requirements.
 5. Describe and calculate employer payroll taxes.
 6. Account for employer payroll taxes expense.
 7. Describe employer reporting and payment responsibilities.
 8. Prepare all payroll entries.
 9. Prepare payroll tax forms.

- D. Unit IV. Accounting Business Environment
 1. Work effectively in a business team environment and communicate accounting information orally and in writing.
 2. Evaluate issues related to ethical business behavior, including personal integrity and confidentiality.
 3. Use both manual and computer systems to complete accounting work, and to conduct research, including electronic spreadsheets, the internet, and computerized accounting programs.

III. THECB Learning Outcomes (WECM)

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.
7. Correct accounting errors.

IV. Evaluation

A. Challenge Exam:

Students who wish to challenge the course should contact the Testing Center and the Division Dean. Challenges must be accomplished before the census cut-off date. Students who previously have received a W or a letter grade for the course are not eligible to challenge the course.

B. Examinations:

You must provide your own supplies, including a basic four-function calculator, for use during each exam. Reference materials may not be used unless specifically allowed by the instructor. You are expected to do your own work on the exams and are responsible to protect your work from copying. Anyone caught cheating will receive zero credit for that exam and be subject to disciplinary action as prescribed in the current EPCC catalog.

Exams require the solution of both procedure and theory problems. Exam formats may include multiple-choice, matching, fill in the blank, short-answer responses, essays, computational problems, practical application problems, manual accounting forms, and computerized spreadsheet and general ledger problems.

C. Remediation:

At the discretion of the instructor, students may be allowed to retest for higher grades.

D. Assignments:

All assignments should be completed on appropriate working papers with your name, course/section number, and assignment number. Documents should be stapled in correct sequential order and have a neat, professional appearance. All written responses must be prepared using correct grammar, punctuation and spelling.

E. Class and Lab Participation:

Class participation is required and monitored. Lack of participation in class activities may subject the student to withdrawal from the course based on inadequate course pursuit. Chronic tardiness to class is not tolerated. Extended absences from class activity should be discussed with the instructor. At least 32 hours should be accumulated in the Business Lab by the end of the semester. The lab provides an independent study area where you can complete your accounting work, use the lab computers and calculators, view videos and receive assistance.

F. Course Pursuit:

When the instructor determines that a student has ceased to pursue the objectives of the course, the instructor may withdraw the student from the course up to the official withdrawal deadline. To assess course pursuit by the student, the instructor will consider class and lab participation, failure to take exams and quizzes, failure to submit required work, and failure to complete other required class/lab/homework activities identified in the course syllabus.

G. Withdrawal from Course:

It is the student's full responsibility to withdraw by the official withdrawal deadline. The instructor may not readmit a student who voluntarily withdraws from the course. A student withdrawn for administrative reasons may not continue to attend class until readmitted into the course. All students remaining on the final class roster will receive a grade based on the total points accumulated by the end of the semester.

H. Final Examination:

The comprehensive final examination is mandatory for all ACNT 1303 classes and should count for at least 15% of the total course grade.

I. Grading Scale:

A = 90 – 100	I = Incomplete
B = 80 - 89	W = Withdrew or withdrawn
C = 70 - 79	
D = 60 - 69	
F = below 60	

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.