



## Course Syllabus

### ACNT 1303- Introduction to Accounting I

**Catalog Description:** This course is a study of the accounting processes for analyzing, classifying, and recording business transactions in manual and computerized environments. Course provides 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:**

**Alternate Operations During Campus Closure:** In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website ([www.panola.edu](http://www.panola.edu)) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

**Instructional Goals and Purposes:** The purpose of this course is to teach students the principles and applications of accounting for an operating 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, 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-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. Generate accounting reports. (1b-vi, 2e-i, 2e-ii)
- d. Verify output data for accuracy. (1b-vi)
- e. 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 is 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 exams, including the final exam, to test 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 the Panola College course delivery

system, Canvas. Course content in the online version of ACNT 1303 is the same as those used in the face-to-face version of the class.

Students in the face-to-face class will meet regularly for lecture over the material. Although lecture and reading assignments are the primary delivery methods, other instructional techniques may include classroom discussion, audio-visual presentations, speakers, critical thinking exercises, and group activities. Students are also able to complete the course online. Students in the Internet class will only be required to meet with the instructor for activities detailed in Canvas.

### **Assignments / Assessments:**

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

**Attendance/Participation:** Attendance in the face-to-face class **is required**. Students are expected to notify the instructor of any absences *before* the class is to begin. If you are not in class you will be counted absent and miss that day's attendance points. We may also have discussions, questions, and additional problems during class for participation points.

**Assignments (Homework):** Assignments will consist of chapter assessment questions to be completed in the online course delivery system, Canvas. Assignments may include mathematical calculations, critical thinking responses, and financial data preparation. Assignments not completed by the due date posted in Canvas will not be re-opened. *PLEASE NOTE: ALL assignments are due at 11:59 PM CST unless otherwise noted.* It is the student's responsibility to be aware of all course assignment due dates.

**Assessments (Tests):** There will be four tests during the semester administered through Canvas. Tests will cover important concepts and material from the chapters covered. Tests will be delivered using the Honorlock proctoring service. Honorlock is an online proctoring solution offered by Panola College that records the exam session allowing students to test outside the classroom during the scheduled testing time frame. Any exam incidents will be reported back to Panola College faculty. Honorlock does not require students to download any software or create any logins. Students are expected to complete the tests in the time frame assigned. Tests not completed in the time frame will not be re-opened.

Specific testing/final dates/windows will be posted in Canvas. The general testing guidelines are:

- Test 1- Chapters 1-3
- Test 2- Chapters 4-6
- Test 3- Chapters 7-9
- Test 4- Final (Comprehensive)

### **Course Grade:**

The grading scale for this course is as follows:

	90 and above	A
	80 – 89	B
• Participation/Discussions- 10%	70 – 79	C
• Assignments – 35%	60 – 69	D
• Tests – 55%	Under 60	F

### **Texts, Materials, and Supplies:**

- This course does not have a textbook; all resources will be provided by the instructor in Canvas.

### **Required Readings:**

- Students should read any assigned reading and notes posted on Canvas. This may include chapters, articles, notes pages, and/or examples.

**Recommended Readings:**

- None

**Other:**

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- 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/studentssuccess/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/studentssuccess/documents/pathfinder.pdf>

**Academic Integrity:**

- Scholastic dishonesty shall include, but not be limited to cheating on a test and plagiarism.
- Cheating on a test shall include:
  - Copying from another student's test.
  - Using test materials not authorized by the person administering the test.
  - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
  - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
  - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
  - Substituting for another student, or permitting another student to substitute for one's self, to take a test.
  - Bribing another person to obtain an un-administered test or information about an unadministered test.
- Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- Any student caught cheating or plagiarizing work will receive an immediate "0" for the assignment/quiz/test. Depending on the circumstances of the event, a student may receive penalties beyond the "0" grade that may include dismissal from the course or dismissal from the College in those cases warranting the maximum punishment.

## 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, selfmanagement, 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.