

Introduction to Accounting I
ACNT 1303
Spring 2007
Course Information Sheet
Blinn College

1. **Instructor:** Michael G. Schaefer; Division Chair: Applied Business, Information Systems, & Public Service
2. **Course Description:** A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis of understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. This course includes comparison of sole proprietorships and corporations as well as differences between service and merchandising entities.

The primary objective of this course is to cultivate an understanding of basic accounting theory and concepts. The successful student will be able to use this knowledge to help solve problems that arise in the application of these concepts in financial accounting.
3. **Course prerequisites:** None
4. **Course objectives or student learning outcomes:**
Define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash payroll.
5. **Required textbooks, supplies, and materials:**
College Accounting by Heintz & Parry, Thompson Southwestern Publishing Company, 2005
Working papers/Study Guide to accompany text
Note taking material
Business function or 10 key calculator
If students are having problems with the course material, additional resources are available.
6. **Outline or Description of Course Content:**
See attached Class Schedule
I have an "open door" policy. Students having difficulty with the course content are encouraged to visit my office.
7. **Course Requirements:** Achievement of all competencies on Baseline Competencies Profile
Completion of Comprehensive Problems
Participation during scheduled class meetings
Completion of Exams I - IV
8. **Tentative calendar for Major Assignments and Exams:** See additional information on attached Class Schedule

January	16	Classes begin
	19	Last day to register or change classes
	31	12 th class day
February	13	Exam I
March	08	Exam II
	12-17	Spring Break
April	05	Exam III
	06	Easter Holiday
	12	Last day to drop with a W
May	08	Exam IV

Keeping up with assignments is crucial in accounting. To maximize your learning this semester you should do the following:

1. Attend class - There is a direct relationship between class attendance and semester grade.
2. Bring textbook to each class session.
3. Read chapter before the class discussion on that chapter.
4. Work all exercises and problems as they are assigned rather than the night before the exam.
5. Participate actively in class discussions.

9. Criteria for Grading all Assignments and Determining Final Grade in the Course:

Homework assignments and quizzes:	Determined by effort, accuracy, and form
Comprehensive Problems:	Determined by accuracy and form
Exams:	Determined by accuracy and form from objective and problems

Point Distribution:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Evaluation Percentages:

20%	Homework assignments, quizzes, and Comprehensive Problems (2)
<u>80%</u>	Four Exams (20% each exam)
100%	Total

Each student is responsible for looking over all returned, graded assignments. If a student believes that an error has been made on any grade for a homework assignment, quiz, practice set, or an exam, the student has one week from the day on which the assignment /exam is returned to the class to identify these errors or problems to the instructor. If the student does not discover or chooses not to discuss the grading of the assignment/exam within one week, then the grade will stand and will not be changed for any circumstances. Any student may stop by my office to view their grades before or after the scheduled class or during my office hours.

Partial credit may be assigned on a quiz, practice set, or exam problems at the instructor's discretion and only if I feel that the student has demonstrated a sufficient understanding of the material. If I cannot read your writing, or if the sequence of steps required to solve the problem is incomplete or disorganized, you will receive zero credit for the problem, regardless of whether the answer is correct or not.

10. Instructors Policies:

For detailed information regarding Blinn College policies, students should refer to the Blinn College Student Handbook.

- *Attendance:* Students are expected to attend all classes—regular class attendance is a factor in success at Blinn College. The instructor will keep an accurate record of each student's attendance. If a student comes to class late, it is their responsibility to inform the instructor at the end of the class period.

This course is in the division of Applied Business, Information Technology, and Public Service. Our divisional attendance policy is that class roll will be checked at every class meeting. Students must attend the entire class period to be counted as present. If a student is absent, it will be counted as either Excused or Unexcused.

There are two forms of excused absences recognized by Blinn College:

1. Observance of religious holy days. The student should notify his/her instructor(s) in writing no later than the 15th day of the semester concerning the date(s) that the student will be absent for any religious holy day(s); and
2. Representing Blinn College in an official capacity

Any and all other absences will be Unexcused.

If a student has three or more UNEXCUSED absences during the semester, the faculty member will report the student to the campus intervention center (P.A.S.S.). The intervention center shall contact the student and require him/her to discuss the absences with someone in the center. If a student does not positively respond by attending class, the student will be administratively withdrawn from the class on the eighth unexcused absence.

It is the student's responsibility to officially drop a class s/he is no longer attending. To officially drop a class the student must obtain the class withdrawal form from the Office of Admissions and Records in the Administration Building. Failure to do so will result in a grade of "F" for the course.

In order to try and engage all students – random quizzes and homework checks will be done. A combination of 10 -12 quizzes and homework assignments will be checked, and only 10 will be calculated into a student's grade. If a student has an UNEXCUSED absence from class or does not have homework assignments prepared when they are being graded, they will not get credit and they cannot be made up. A portion of the quizzes in this course will be administered using Web CT. These quizzes will be announced in class and the students will have until 11:55 pm of that class day to take the quiz. No time extensions will be given.

- All exams must be taken during the regularly scheduled class time. All exams will be closed book and closed notes. *Make up exams* are ONLY given if the instructor gives approval to the student for what the instructor deems a legitimate reason. A 10%

reduction could be placed on any make up exam and tend to have a 40% lower average. Make up exams may not be in the same format and tend to have a higher level of difficulty.

- *Scholastic Dishonesty:* The following sanctions may be imposed by the instructor and division chair: an appropriate grade penalty ranging from a grade of zero on the assignment/examination up to and including the imposition of an "F" for the entire course. All persons involved in the copying or granting permission for copying will be punished.

No books or notes are allowed during the tests. No electronic devices excluding a calculator may be used during the tests. No sharing of answers or information with other students is allowed during the tests. These are considered cheating and will result in a non-replaceable grade of 0 (zero) for the test.

- All work should be done in pencil and done as neat as possible.
- The comprehensive problems must be turned in for credit. The purpose of these problems is to give students a "real life" exposure to daily accounting transactions. A student will not get credit for this course if problems are not turned in.
- Classroom Conduct:
 1. Environment: Efforts are made to create a non-threatening class environment. No abusive, sexist or racist language will be tolerated. Students are expected to be culturally sensitive during discussions.
 2. Participation: Students are expected to "actively" and "appropriately" participate in class.
 3. Disruptions: Cell phones and beepers must be turned off.

4.

Members of the Blinn College community, which includes faculty, staff, and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedoms of every member of the College community, including respect for College property and the physical and intellectual property of others.

If a student is asked to leave the classroom because of uncivil behavior, the student **may not** return to that class until he or she arranges a conference with the instructor: it is the student's responsibility to arrange for this conference.

- I will make every accommodation and help any student with disabilities achieve their highest potential in college. In order to receive accommodations on exams or assignments, students must make arrangements with me prior to the exam or assignment. Students must have the proper written documentation from the Office of Disability Services located in the Student Development Center (209-7250). It is the student's responsibility to provide me with the documentation so that I can assist with the accommodations.

Tentative Class Schedule – Spring 2007

Course: ACNT 1303 – Introduction to Accounting
Instructor: Michael Schaefer
Office Hours: Tuesday & Thursday 10:35 – 11:50

Office: Building E; No 242
Office Phone: (979) 209-7338
E-Mail: mschaefer@blinn.edu

Schedule and maybe changed by the discretion of the instructor!

<u>Date</u>	<u>Chapter</u>	<u>Homework Assignments (Series B)</u>
Jan 16	Tu Introduction, Course Inventory	
18	Th <u>Chapter 1</u> – "Introduction to Accounting"	E1-2
23	Tu <u>Chapter 2</u> – "Analyzing Transactions: Accounting Equation"	P2-8
25	Th	P2-9,10,11,12
30	Tu <u>Chapter 3</u> – "Double-Entry Framework"	P3-13,14,15
Feb 01	Th	P3-MP
06	Tu <u>Chapter 4</u> – "Journalizing and Posting Transactions"	P4-10
08	Th	P4-9
13	Tu Exam I (Chapters 1-4)	
15	Th <u>Chapter 5</u> – "Adjustments and the Worksheet"	C4-MP
20	Tu	P5-13, 14
22	Th <u>Chapter 6</u> – "Closing Entries & the Post Closing Trial Balance"	P6-6,MP
27	Tu <u>Chapter 7</u> – "Accounting for Cash"	P7-8,9
Mar 01	Th	P7-10,11, CP1 Part I Due
06	Tu	TBA
08	Th Exam II (Chapters 5-7)	CP1 Part II Due
13	Tu SPRING BREAK 2007	
15	Th SPRING BREAK 2007	
20	Tu <u>Chapter 8</u> – "Payroll Accounting: Employee Earnings & Deductions"	P8-8
22	Th	P8-9
27	Tu <u>Chapter 9</u> -- "Payroll Accounting: Employer Taxes & Reports"	P9-7
29	Th	P9-8
April 03	Tu	TBA
05	Th Exam III (Chapters 8-9)	
10	Tu <u>Chapter 11</u> – "Accounting for Sales & Cash Receipts"	P11-8,9
12	Th	P11-10
17	Tu <u>Chapter 12</u> – "Accounting for Purchases & Cash Payments"	P12-9,10
19	Th	P12-11
24	Tu <u>Chapter 15</u> – "Adjustments for Merchandising Companies"	E15-3,4
26	Th <u>Chapter 16</u> – "Financial Statements & Year End for Merchandise"	E16-3B
May 01	Tu	P16-9, CP#2 Due
08	Tu Exam IV (Chapters 10-13)	

ACNT 1301.A1
Michael Schaefer
Spring 2007 semester
Class Room: Student Center (E-241)

Please fill out this page, sign and return to your instructor.

Date: _____

Printed Name: _____

Student I.D. # _____

Current Phone Number: _____

I have received and read the Course Information Packet for this course. I understand the contents of the packet and the requirements, rules, and expectations for this course, as indicated by my signature below.

Student Signature