



Syllabus

INTRODUCTION TO ACCOUNTING I

Instructor Name:	W. Brian Voss	Phone Number(s):	512-223-5835
Rubric Number:	ACNT 1403	Email Address:	bvoss@austincc.edu
Synonym Number:	39053	Office Location:	EVC 8311
Meeting Time:	Lec & Lab: TTh 1:25pm	Office Hours:	TTh 1:00pm – 1:20pm
Room Lec & Lab:	EVC 8301	Conference Policy:	By Appointment

Course Description:

The course is a study in analyzing, classifying, and recording business transactions in a manual and computerized environment. The course emphasizes the complete accounting cycle, preparation of basic financial statements, recording merchandising transactions, reviewing inventory costing methods, preparing bank reconciliation's, and recording long-term assets.

Transfer Credit:

If you plan to attend a four-year school and major in Business consider taking ACCT 2301. ACNT 1403 generally does not transfer to four-year colleges and universities. There are exceptions however. Please consult with a counselor or me regarding your academic goals.

Text and Materials:

- Accounting Principles, 8th edition, Weygant/Kieso/Kimmel, John Wiley & Sons Inc., ISBN: 978-0-471-98019-3
- Computer Accounting, with Peachtree Complete 2009, 13th ed., Carol Yacht, McGraw-Hill/Irwin, ISBN: 978-0-07-732973-0

Exams & Quizzes:

The exams will be a combination of multiple choice and problems. I retain the completed exams and keep them for one semester. There are no re-test. The quizzes consist of 10 multiple choice questions. Quizzes are taken via Blackboard online with a 20 minute time limit. One point is deducted for each minute (or fraction thereof) over the 20 minute time limit. There are no retests.

Make-up exam policy – You must contact me within one week after the missed exam to schedule an exam in the testing center. If you have not taken the exam within one week from the scheduled exam date 15 points will be deducted from your exam grade for each class meeting date until the exam is taken. There is no curve available for the make-up exams. Only one make-up exam may be taken during the semester. The make-up exam may consist entirely of multiple-choice questions and cover any topics included in the chapters – not just the topics listed on the exam review sheet. If there is a conflict, you may take an exam early with no penalty. Please discuss this with me as soon as you are aware of a conflict.

Due Dates:

To receive credit all exams, quizzes, homework, projects and or other assignments are due on or before the dates as specified in the course outline/calendar located on the back of this page. No late exams, quizzes, homework, projects or other assignments will be accepted. There is no make-up work and no extra credit work.

If you have conflicts, which prohibit your attendance and/or preparation for class, please discuss these with either a counselor or me.

Withdrawal Policy: Nov. 23rd is the last day to withdraw from this class and receive a grade of “W”. If you wish to withdraw, complete a withdrawal slip and turn it into the admission’s office. **Do not assume I will withdraw you.**

Attendance Policies: Austin Community College does not have an established attendance policy. The Business Studies Area has determined that absences in excess of 10 percent of the scheduled class periods are the basis for an instructor to withdraw a student from class. **While I may withdraw a student for excessive absences, I have no obligation to do so.**

Course Outline/Calendar:

INTRODUCTION TO ACCOUNTING I				
ACNT 1403 Syn 39053 - EVC				
	LECTURE & TEXT			PEACHTREE
TTh	TOPIC	Assignments	Quiz	ASSIGNMENTS
		Due Date	Due Date	Due Date
8/25	Introduction			
8/27	Ch 1 - Accounting in Action			
9/1	Ch 1 - Accounting in Action	P1-1A, P1-2A, P1-4A		
9/3	Ch 2 - The Recording Process	E2-9, E2-10 & P2-1A	Ch01	
9/8	Ch 2 - The Recording Process	P2-2A & P2-3A		
9/10	Peachtree	P2-5B	Ch02	Ch 1 - Ex 1 & 2
9/15	Exam 1			
9/17	Ch 3 - Adjusting the Accounts	P3-1A & P3-2A		
9/22	Ch 3 - Adjusting the Accounts	P3-3A & P3-2B	Ch03	
9/24	Ch 4 - Completion of the Accounting Cycle	P4-1A & P4-2A		
9/29	Ch 4 - Completion of the Accounting Cycle	P4-4A & P4-5B	Ch04	
10/1	Peachtree			Ch 2 - Ex 1 & 2
10/6	Exam 2			
10/8	Ch 5 - Accounting for Merchandising Operations	E5-9 & P5-1A		
10/13	Ch 5 - Accounting for Merchandising Operations	P5-2A & P5-4A	Ch05	
10/15	Peachtree			Ch 3 - Ex 1 & 2
10/20	Ch 6 - Inventories	P6-1A & P6-3A		
10/22	Ch 6 - Inventories	P6-8A	Ch06	
10/27	Peachtree			Ch 4 - Ex 1 & 2
10/29	Ch 7 - Accounting Information Systems	P7-1A, P7-2A & P7-4A	Ch07	
11/3	Peachtree			Ch 5 - Ex 1 & 2
11/5	Exam 3			
11/10	Ch 8 - Internal Control and Cash	E8-4, P8-2A, P8-4A	Ch08	
11/12	Peachtree			Ch 6 - Ex 1 & 2
11/17	Ch 9 - Accounting for Receivables			
11/19	Ch 9 - Accounting for Receivables	P9-1A, P9-4A & P9-5A	Ch09	
11/24	Peachtree			Ch 7 - Ex 1 & 2
11/26	Thanksgiving			
12/1	Ch 10 - Plant Assets, & Intangibles Assets	P10-3A		
12/3	Ch 10 - Plant Assets, & Intangibles Assets	Ex10-9 & Ex10-10	Ch10	
12/8	Peachtree			Ch 8 - Ex 1 & 2
12/10	EXAM 4			
THIS SCHEDULE SUBJECT TO CHANGE				
November 23rd Is The Last Day To Withdraw				

Grading Policy:

Activity	Number	Pts Each	Total	Percent	Points			Grade
Exams	4	100	400	62%	585	to	650	A
Assignments - Text	36	3	108	17%	520	to	584	B
Assignments - Peachtree	7	5	35	5%	455	to	519	C
Quizzes	10	10	100	15%	390	to	454	D
Blackboard, ACCemail & Lab	1	7	7	1%	Below		390	F
TOTAL			650	100%				