



Syllabus

Rev 8/18/09

Course:	SMALL BUSINESS ACCOUNTING	Instructor Name:	W. Brian Voss
Rubric:	ACNT 2371	Phone:	512-223-5835
Synonym:	39064	Email:	bvoss@austincc.edu
Time:	Lecture & Lab – MW 1:25pm	Office Location:	EVC 8311.6
Room:	EVC 8306	Office Hours:	MW 12:30pm – 1:00pm

Course Objective: Upon successful completion of this course, students will be able to analyze, record, summarize and report transactions using Quicken, QuickBooks, Microsoft Office Accounting and QuickBooks POS.

Course Description: A review of accounting procedures relevant to accounting for small businesses, with an emphasis on computerized applications and hands-on familiarity. Areas to be addressed include: combination personal and business accounts, full accounting cycle activities, payroll activities, account reconciliations and point-of-sale program. Software covered is Quicken, QuickBooks, MS Office Accounting and QuickBooks POS. Small Business Accounting is a 3 credit hour course. The course consists of approximately 2 lecture hours and 2 lab hours per week.

Prerequisite: ACNT 1404 Introduction to Accounting II and ACNT 1311 Introduction to Computerized Accounting.

Projects: The projects are to be completed unassisted by the instructor or other students. Projects due dates are indicated on the course calendar. Projects must be submitted according to the submittal guidelines. Accuracy is a major assessment factor.

Withdrawal Policy: November 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.**

Incomplete Policy: Incomplete grades are given only on rare occasions. The purpose of this grade is for an emergency, which occurs after the withdrawal date and prevents timely completion of the course.

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.**

Project Due Dates & Grading Policy:

Activity	Due Date	Pts Each	Percent	Points			Grade
Quicken Project	09/02	20	9%	198	to	220	A
Tropical Breeze Project	09/23	50	23%	176	to	197	B
Golf Supply Project	10/07	40	18%	154		175	C
CW Properties Project	11/04	50	23%	132		153	D
World Tech Supply Project	12/02	40	18%	Below		132	F
QuickBooks POS Quiz	12/09	20	9%				
Total		220	100%				

These due dates are subject to change.