



Center of Excellence - *Business*
Department Chair - *Dr. Marina Grau*
Program Coordinator – *Dr. Mesfin Genanaw*

Instructor- *Atef Abuelaish*

SYLLABUS – ACCT 1303 - CRN 15771 - SPRING 2017

Introduction To Accounting

3 credit hour course / 48hrs electronic instruction / Second Start

***** *Textbook information – see pages 3 – 4* *****

OnLine Course from 02/13 to 05/14/2017

Meetings *Mondays 09:30 AM – 11:00 AM*

Instructor Information:

Instructor:	Atef Abuelaish
Office Location:	Southwest college
Office Hours:	Use Cell Phone To Contact Me
Phone #:	832-474-1118
Email:	Atef.abuelaish1@hccs.edu

Office Location and Hours

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received an unaccepted grade; before asking for my assistance. Your preference in my class is very important to me. Please use the tutoring time available at campuses for your benefits, and/or call me if you are in need of any more assistant.

Course Description:

Throughout the course you will learn what is called the language of business. Examples of accounting terms are; net, gross, yield, valuation, accrued, deferred, etc. have meaning and been used in our society by different people. Accounting is the process of analyzing, classifying, recording, summarizing, and interpreting business transactions in financial or monetary terms.

Course Goals:

As you acquire knowledge of accounting, you will gain an understanding of the way business operates and the reasoning involved in making business decisions.

End-of-Course Outcomes:

You will gain an understanding of the way business operates and the reasoning involved in making business decisions.

You will learn how the accounting system operates from booking, recording, to prepare the financial statements.

Instructional Methods:

As instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting. As student wanting to learn about the field of Accounting, it is your responsibility to read the textbook, submit assignments on the due date, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of accounting.

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I believe that engaging the students in the learning is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities.

You will be involved in discussion with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

Assignment Schedule:

An assignment schedule is attached to this syllabus (Pages 3 – 5). This schedule will be followed throughout this course. Any modifications to this schedule will be announced in class.

- Reminder: Official Day of record Spring 2017; Second Start classes 02/13/2017 and ends 05/14/2017.
February 21st, 2017; Official Day of Record.

Section Web Address:

<http://connect.mheducation.com/class/a-abuelaish-spring-2017-semester---acnt-1303---crn--15771>

ASSIGNMENT SCHEDULE
ACNT 1303 – Introduction To Accounting
CRN # 15771

Meet NO.	Dates	Chapter	Topic	Homework Assignment
1	02/13	1	Accounting: The Language of Business.	Using Connect – 15 Questions & LS for 20 Points.
2	02/20	2	Analyzing Business Transactions.	Using Connect – 4 Questions & LS for 30 Points.
3	02/27	3	Analyzing Business Transactions Using T Accounts.	Using Connect – 5 Questions & LS for 50 Points. Using Connect – 15 Questions for 25 Points. <u>Quiz # 01 CH. 1-2 on 2/24 till 2/25</u>
4	03/06	4	The General Journal and The General Ledger.	Using Connect – 3 Questions & LS for 50 Points.
		REV./ EXAM 1	<u>EXAM # 01CH 1 - 3</u>	Using Connect – 15 Questions for 50 Points. <u>On 3/10 till 3/11</u>
5	03/13	5	Adjustments and Worksheet.	Using Connect – 4 Questions f& LS or 50 Points. Using Connect – 15 Questions for 25 Points. <u>Quiz # 02 CH. 3-4 On 3/17 till 3/18</u>
6	03/20	6	Closing Entries and The Postclosing Trial Balance.	Using Connect – 5 Questions & LS for 50 Points.

7	03/27	7	Accounting for Sales, Accounts Receivable, and Cash Receipts.	Using Connect – 6 Questions & LS for 50 Points.
		MT EX.	<u>MID TERM EXAM CH 1 - 6</u>	Using Connect – 30 Questions for 90 Points. <u>On 3/31 till 4/1</u>
8	04/03	8	Accounting for Purchases, Accounts Payable, and Cash Payments.	Using Connect – 5 Questions & LS for 50 Points. <u>Quiz # 03 CH. 5-6</u> Using Connect – 15 Questions for 25 Points. <u>On 4/07 till 4/08</u>
9	04/10	9	CASH	Using Connect – 6 Questions & LS for 50 Points.
10	04/17	10	Payroll Computations, Records, and Payment.	Using Connect – 7 Questions & LS for 50 Points.
		REV./ EXAM 2	<u>EXAM # 02 CH 7 - 9</u>	Using Connect – 15 Questions for 50 Points. <u>On 4/21 till 4/22</u>
11	04/24	11	Payroll Taxes, Deposits, and Reports.	Using Connect – 7 Questions & LS for 50 Points.
12	05/01	12	Accruals and The Worksheet.	Using Connect – 4 Questions & LS for 50 Points. <u>Quiz # 04 CH. 9 - 11</u> Using Connect – 10 Questions for 25 Points. <u>On 4/28 till 4/29</u>
13	05/01	13	Financial Statements and Closing Procedures.	Using Connect – 3 Questions & LS for 50 Points.

	05/09	Final	<p style="text-align: center;"><u>Final Exam</u> <u>CHAPTERS 1 - 13</u></p>	<p>Using Connect – 31 Questions for 100 Points. <u>From 9 AM till 12 PM, on campus Room C108</u></p>
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Instructor Website:

McGraw – Connect.

- 1- Go to the Connect Web site address. [<http://www.connect.mcgraw-hill.com/connect>].
- 2- Click on register now.
- 3- Enter your email address.
 Tip: If you already have a McGraw-Hill account, you will be asked for your password and will not be required to create a new account.
- 4- Enter a registration code [if you got the textbook from any source different than online, from connect] or choose buy online to purchase access online.
- 5- Follow the on - screen directions.
 Tip: Please choose your security question and answer carefully. You will be asked for this information if you forget your password.
- 6- When registration is complete, click on Go to Connect now.
- 7- You are now ready to use Connect.
- 8- Your course materials are under your course title [ACNT 1303].

Examinations:

There are no make-up exams.

1. There are two exams, Mid-Term Exam and the FINAL exam.
 Exams # 1 and 2 cover, each; 3 chapters for 90 points each exam.
2. Mid-Term Exam covers Chapter 1 – 6 for 100 points.
3. FINAL EXAM covers chapters 1– 13 equal 100 points.
4. 4 Quizzes cover, each; 3 chapters for 25 points each quiz.

Evaluation Requirements:

Two Exams using Connect	180 Points
Homework using Connect	520 Points
FINAL EXAM using Connect	100 Points
4 Quizzes	100 Points
Mid Term Exam	100 Points
Total Points	1000 points

HCC Grading Scale

Percentage	Grade	Points
91 - 100% =	A	(901 to 1000 points)
81 - 90% =	B	(801 to 900 points)
71 - 80% =	C	(701 to 800 points)
61 - 70% =	D	(601 to 700 points)
BELOW 60% =	F	(0 to 600 points)

Textbook and Related Material (Required):

Text:
Introduction to Accounting
3rd Edition - by M. David Haddock
ISBN: 1259410994 / 9781259410994

Evaluation and Requirements:

Students are expected to read all assigned chapters, complete and submit all assignments on due date, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore, there are always homework assignments to do. This will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed before.

HCCS Website:

Our website is: www.hccs.edu

Academic Honesty:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated against a student accused of scholastic dishonesty. "Scholarly dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

➤ **Cheating on a test includes:**

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administrated;
- Bribing another person to obtain a test that is so is administrated.

➤ **Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

➤ **Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a financial aid, job placement, est. – to stay in class and improve your academic performance.

Drops and Withdrawals:

It is the responsibility of each student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of F in the course. Procedures for withdrawing from a class are found in the Student Handbook.

- February 21st, 2017; Official Day of Record.
- January 13th, 2017; Last Day for 100% Refund.
- February 02nd, 2017; Last Day for 70% Refund.
- February 08th, 2017; Last Day for 25% Refund.
- February 21st, 2017; last day of Administrative/Student withdrawal.
- May 14th, 2017; Semester Ends.