



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

Instructor- *Atef Abuelaish*

SYLLABUS – ACNT 1303 - CRN 42389 - FALL 2017

Introduction To Accounting I

3 credit hour course / 48 hours per semester/ 16 weeks

***** *Textbook information – see page 3* *****

DUAL/[Westbury HS SW](#) Room [513](#) from 09/05 to 12/17/2017.

Meetings Mondays & Wednesdays from 02:22 – 03:10 PM

Instructor Information:

Instructor:	Atef Abuelaish
Office Location:	Southwest college
Office Hours:	Use Cell Phone To Contact Me (be reasonable)
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 contact me if you are in need of any more assistant.

Course Description:

ACNT 1303 - A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. Coverage also includes accruals, bad debts, taxes, depreciation, controlling accounts and business vouchers. Partnership and corporate bookkeeping is introduced. (Formerly ACCT 1302)

This course is a dual credit. Upon successful completion of “Accounting 1304,” students receive ½ high school semester credit and 3 college credits.

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. Students will develop the skills, knowledge, and concepts necessary for individuals to conduct personal business or to further education in the field of accounting.

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.

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 6 – 8). This schedule will be followed throughout this course. Any modifications to this schedule will be announced in class.

<http://connect.mheducation.com/class/a-abuelaish-spring-2017-m-w-f>

Required materials

- Laptop
- Head phones or earbuds
- Pencil with eraser
- Ink pen [Red]
- Highlighter [Green & Yellow]

- Pocket folder with loose leaf notebook paper or spiral notebook
- Calculator-basic function [Cell phones are not allowed]

Textbook and Related Material (Required):



**Glencoe Accounting,
First-year Course,
Real-world Application & Connections**

Authors

- Donald J. Guerrieri
- F. Barry Haber
- William B. Hoyt
- Robert E. Turner

ISBN: 978-0-07-893567-1 (Student Edition)

MHID: 0-07-893567-9 (Student Edition)

Examinations:

There are no make-up exams.

1. There are two exams, Mid-Term Exam and the FINAL exam.
Exams # 1 and 2 covers 3 chapters each, for 65 point each exam.
2. Mid-Term Exam covers Chapter 1, 2, 3, 4, 5, and 6 for 90 points.
3. FINAL EXAM covers chapters 7, 10, 11, 14, 15, 20, and 29 for 90 points.
4. 5 Points for final course survey.

Evaluation Requirements:

Two Exams	130 Points
Homework using Connect	650 Points
FINAL EXAM	90 Points
Mid Term Exam	90 Points
7 Group Cases	40 Points
Total Points	1000 Points

HCC & Westside School Grading Scale

HCC		Grade	Westside School	
90 - 100%	4	A	5	90 - 100%
80 - 89%	3	B	4	80 - 89%
70 - 79%	2	C	3	75 - 79%
60 - 69%	1	D	2	70 - 74%
BELOW 59%	0	F	0	BELOW 69%

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.

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.

Class Attendance:

Students are expected to attend class regularly. Students are responsible for materials covered during their absences, and it is the students' responsibility to consult with the instructor for any make-up assignments. Although it is the responsibility of the students for non-attendance, the instructor has full authority to drop a student for excessive absences. A student may be dropped from any course for excessive absences after the student has accumulated absences of 12.5% of the hours of instruction. For example, in a 3 credit hour lecture class meeting 3 hours per week, a student may be dropped after 6 hours of absence.

ASSIGNMENT SCHEDULE
ACNT 1303 – Introduction To Accounting I
CRN # 42389 DUAL/Westbury HS SW Room 513

Meet NO.	Dates	Chapter	Topic	Homework Assignment
1	09/11	1	You and the World of Accounting	10 Questions for 50 Points
2	09/13	1	You and the World of Accounting <u>Group Case # 1</u>	<u>Banking Fees</u> <u>Some Stocks - Chart</u> <u>Saving Goal</u>
3	09/18	2	The World of Business and Accounting	10 Questions for 50 Points
4	09/20	2	The World of Business and Accounting <u>Group Case # 2</u>	<u>Accounting Bingo</u>
5	09/25	3	Business Transactions and the Accounting Equation	10 Questions for 50 Points
6	09/27	4	Transactions That Affect Assets, Liabilities, and Owners Capital <u>Group Case # 3</u>	10 Questions for 50 Points <u>Accounting Jeopardy</u>
7	10/02	5	Transactions That Affect Revenue, Expenses, and Withdrawals	10 Questions for 50 Points
8	10/04	<u>EX 01</u>	<u>EXAM # 01CH 1, 2, and 3</u>	10 Questions for 65 Points
9	10/09	6	Recording Transactions in A General Journal	10 Questions for 50 Points

10	10/11	NO CLASS	<u>Holiday</u>	
11	10/16	7	Posting Journal Entries to General Ledger Accounts	
12	10/18	7	Posting Journal Entries to General Ledger Accounts <u>Group Case # 4</u>	10 Questions for 50 Points <u>Accounting Password</u>
13	10/23	REV.	Recording Transactions in A General Journal <u>Group Case # 5</u>	<u>DR & CR Flashcards</u>
14	10/25	MT	<u>MID TERM EXAM CH 4, 5, and 6</u>	13 Questions for 90 Points
15	10/30	10	Completing the Accounting Cycle for a Sole Proprietorship	
16	11/01	10	Completing the Accounting Cycle for a Sole Proprietorship	10 Questions for 50 Points
17	11/06	11	Cash Controls and Banking Activities <u>Group Case # 6</u>	<u>Working Experience</u>
18	11/08	11	Cash Controls and Banking Activities	10 Questions for 50 Points
19	11/13	14	Accounting for Sales and Cash Receipts <u>Group Case # 7</u>	<u>Ethics in Accounting</u>

20	11/15	14	Accounting for Sales and Cash Receipts	10 Questions for 50 Points
21	11/20	<u>EX 02</u>	<u>EXAM # 02 CH 7, 10, and 11</u>	10 Questions for 65 Points
22	11/22	15	Accounting for Purchases and Cash Payments	
23	11/27	15	Accounting for Purchases and Cash Payments <u>Revisions</u>	10 Questions for 50 Points
24	11/29	20	Completing the Accounting Cycle for a Merchandising	
25	12/04	20	Completing the Accounting Cycle for a Merchandising <u>Revisions</u>	10 Questions for 50 Points
26	12/06	29	Ethics in Accounting	10 Questions for 50 Points
27	12/11	REV	<u>GENERAL COURSE REVISIONS</u> <u>Group Case # 8</u>	
28	<u>12/13</u>	Final	<u>Final Exam</u> <u>CHAPTERS 14, 15, 20, & 29</u>	13 Questions for 90 Points