



**ACCT 2301 SYLLABUS  
HOUSTON COMMUNITY COLLEGE**

**ACCT 2301- PRINCIPLES OF ACCOUNTING I** This course covers the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, corporations, and statement of cash flows.

**PREREQUISITE:** ACNT 1303 (Introduction to Accounting I) or departmental waiver. Note that the departmental waiver is a frequent requisite.

Instructor: **S. Bridges. CPA, Cr.FA, MBA, JD**

Professor of Accounting

E-mail: E-mails for the course are to be sent to [suzon.bridges@hccs.edu](mailto:suzon.bridges@hccs.edu)

<i>Section</i>	<i>Course Reference Number</i>	<i>Meeting Information</i>
ACCT 2301-0006	43222	9:30-11:00 a.m. Tuesdays and Thursdays Room 212

**Basic Course Goals**

The primary purpose of this course is to provide students with a comprehensive course in financial accounting. The course is designed to meet the needs of those students who are preparing for a career in accounting and for those from other academic disciplines who recognize that the ability to use and interpret financial information is essential in today’s business world.

**Syllabus Changes**

The syllabus is subject to change. When changes occur the instructor will advise the students as an announcement on Eagle Online or CONNECT. **It is the student’s responsibility to check Eagle Online and CONNECT for announcements on a daily basis.**

**Textbook and Related Material:**

**Financial Accounting w/ConnectPlus™**  
5<sup>th</sup> edition  
ISBN 9781259138805

McGraw-Hill Connect Plus Learning Module: [www.mhbm.com](http://www.mhbm.com)

McGraw-Hill Digital Support [www.mcgrawhillconnect.com/support](http://www.mcgrawhillconnect.com/support)

McGraw-Hill Support by Phone **1-800-331-5094**

**M-TH: 7am-3pm (CST)**  
**F: 7am-8pm (CST)**  
**Sat: 9am-7pm (CST)**  
**Sunday: 11am-1am (CST)**

**Registration closes Saturday, February 28th**

Beginning fall 2014, McGraw-Hill’s has *courtesy* access period of 14 days. Registration for CONNECT will end on Saturday, February 28<sup>th</sup>.

You must use **Mozilla/Firefox** as your browser for any CONNECT classes as well as for Eagle Online. You can download Mozilla browser without cost.

## **Evaluation and Requirements**

Accounting is a discipline. It is the language of business and is an exciting and challenging subject. At Houston Community College, the **SCANS** (Secretary's Commission for Achieving Necessary Skills) workplace competencies and foundations skills have been integrated into Principles of Accounting. The background of SCANS as well as the skills and competencies identified by this commission are discussed at the end of the syllabus.

Students are responsible for the "learning objectives" at the beginning of each chapter. They are expected to read all assigned chapters, and complete the assignments by the due dates indicated in CONNECT Plus. Because of the diverse backgrounds of students, students are expected to raise questions regarding areas that they have read and do not comprehend. Raising questions will aide me in teaching critical thinking skills recognized by the Commission as one of three foundation skills.

Accounting is best learned through *careful* reading and doing problems. This will require a considerable commitment of time and *effort* from you as in any distance education course. This subject cannot be mastered passively. The concepts and ideas can be compared to building blocks, i.e. each serves as a foundation for new ones. It is extremely important that each student be actively involved in the learning process. **THE UPSHOT:** promptly log into Eagle at the start of the class using the User ID or W number that you were issued upon admission and the password you created for your HCC Email (issued upon enrollment through the Student System), register for CONNECT, read and comprehend the textbook, be attentive in class, taking good notes, complete the required assignments and exams, and ask for help, either in class or by e-mail, if you cannot resolve a question. I have provided a CONNECT link in Eagle.

Note that any publisher's material posted within the websites involved in this course is *subject to copyright law*.

I am providing *the solutions to the end-of-chapter problems in Eagle Online*. The solutions will be for the numbers used in the text problems. Many of your homework assignments are algorithmic. The problems are the same as the textbook, but the numbers may be different. The solutions provide guidance on how an exercise should be done, and of course, I am here to answer your questions. Again, publisher's material posted is subject to copyright law.

In my courses, students are expected act ethically as espoused by SCANS. In addition, they are to display courtesy both to me and fellow classmates in accordance with the personal quality skill of sociability identified by SCANS.

*Professional behavior and a positive attitude are expected.*

SCANS require that students learn to communicate effectively in the workplace, so e-mails are expected to have correct punctuation and capitalization.

## Evaluation Requirements-Grade is based on the following:

2 Sectional Exams Online ( <i>Best score of two attempts</i> )	160 points
Class Contribution, Quizzes, Homework ( <i>no late homework accepted, but I do take the best score of allowed attempts</i> )	200 points*
Total	360 points

## Grading Scale

90 - 100%	=	A	(324 to 360 points)
80 - 89%	=	B	(288 to 323 points)
70 - 79%	=	C	(252 to 287 points)
60 - 69%	=	D	(216 to 251 points)
BELOW 60%	=	F	( 0 to 215 points)

\*The maximum amount of homework points required for the 200 points=1200

Your homework points earned will, therefore, be your homework points/1200\*200

## Drops and Withdrawals

It is the responsibility of each student a) to know the official drop date and, if necessary, b) 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. HCCS professors no longer may give a W after the official drop date.

*International Students:* Receiving a **W** in a course may affect the status of your student visa. Once a **W** is given for the course, it will not be changed to an **F** because of visa considerations.

*Students who repeat a course for a third time (or more)* will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please seek tutoring and other assistance if you are not receiving passing grades.

Beginning fall 2007, the State of Texas imposes penalties on students who withdraw/drop courses excessively. Students are limited to no more than *six* total course withdrawals throughout their educational career at a Texas public college or university. Students are encouraged to review the [HCC 6 Drop Policy](#).

## Course Assignments

A copy of the assignment schedule will be posted on Eagle Online and CONNECT. Homework is submitted on CONNECT.

I cannot deny that accounting requires *careful* reading and involvement. Do not wait until the last minute regarding material you do not understand. I want you to succeed! Contact me relating to concepts and problems that you do not understand. It is important for you to acquire awareness of accounting. It is the language of business and, even if you do not plan to major in accounting, accounting is part of business planning and strategy.

Although it is the responsibility of the student to drop or withdraw the course, for non-attendance, the instructor has full authority to drop student for excessive absences.

## Examinations

In accordance with the SCAN skills discussed on the following pages, students are expected to raise questions regarding areas that they have read and do not comprehend. The examinations cover material in the chapter. Students should prepare accordingly throughout the semester.

There will be a total of **two** sectional examinations. *There will be no make-up examinations. If you do not take an exam, you will not receive any points for the exam.*

## **Incompletes**

According to HCC policy, an incomplete is at the discretion of the instructor. My policy is not to give an incomplete.

## **Students with Disabilities**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disabilities Services Office since faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

### Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 (Includes Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas)

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

To visit the ADA Web Site, log on to [www.hccs.edu](http://www.hccs.edu) and click Information for Students. Click again on Students and Choose Disability Services.

## **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 and include a zero on the assignment or an F in the course.

Scholarly dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. It includes the *appearance* of impropriety. *Those that allow others to copy their work are exhibiting scholarly dishonesty.*

*All assignments in this class are individual assignments unless specifically designated otherwise.* The work that you turn in is to be your work product and not simply copied from another person or source. You are not to allow others to copy your work.

## **HCCS Website**

Our website is: [www.hccs.edu](http://www.hccs.edu)

## **CONNECT Website (NOTE: HOMEWORK ASSIGNMENTS ARE REQUIRED TO BE SUBMITTED IN CONNECT. ACCESS TO COURSE ASSIGNMENTS WILL BE AVAILABLE AT THE START OF CLASS)**

In conjunction with the SCAN workplace competencies, the course has incorporated the use of computers to aid the student with comprehension of the material as well as enhance intellectual communication with other classmates. Note that publisher's material located on this website is subject to copyright law.

*If you have trouble registering with the URL provided in Eagle Online on the first day of class, you will need to contact the McGraw-Hill technical support. The technical support number is on the first page of this syllabus and is posted in Eagle as well as CONNECT.*

*Once you have registered, you will be able to use the CONNECT link in Eagle Online to access the homework assignments. REGISTRATION FOR CONNECT ENDS ON SATURDAY, FEBRUARY 28<sup>TH</sup>.*

### **Eagle Online 2.0 Website**

You can reach the Eagle Online website without going through the Northwest College homepage by simply going to: [eo2.hccs.edu](http://eo2.hccs.edu). Be sure to use the latest version of Firefox as your browser.

Eagle Online 2.0 can also be reached by going to the HCCS homepage and clicking on Information for Students. As you can see your Eagle Online 2.0 login user ID will be your HCC User ID (sometimes referred to as the “W” number). Your password will be the one you created for your HCC Email (issued upon enrollment through the Student System).

For Eagle Online documentation, tutorials (including movies), phone and chat support, go to the [HCC Eagle Online support website](#). Phone support: 713-718-2000, options 4, 2, 3 (available 24 x 7)

You are expected to check announcements and discussion postings in Eagle Online 2.0 and CONNECT on a regular basis.

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### **Assignment Schedule**

A copy of the assignment schedule will be posted on Eagle Online and CONNECT.

### **EGLS3-Evaluation for Greater Learning, Student System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. The college has requested that during a designated time, you respond to researched-based questions related to instruction.

### **Course Student Learning Outcomes (SLO)**

Students will:

- *Illustrate accounting for service & merchandising business*
- *Illustrate reporting for assets & current liabilities*
- *Illustrate reporting & analysis of financial statements*

### **Learning objectives**

The student will be able to:

- ***Illustrate accounting for service & merchandising business***
  - Illustrate accounting cycle for one period for service business
  - Journalize & post transactions using subsidiary ledgers & special journals
  - Journalize adjustments & closing for merchandising business
- ***Illustrate reporting for assets & current liabilities***
  - Report Current Assets in Balance Sheet
  - Report Fixed & Intangible assets in Balance Sheet & Income Statements
  - Journalize current liabilities
- ***Illustrate reporting & analysis of financial statements***
  - Prepare statement of equity
  - Report bonds in Balance Sheet
  - Report securities in balance sheet
  - Prepare statement of cash flows
  - Compute analytical measures

### **Our Entire Academic Discipline/CTE Program Learning Outcomes**

1. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.
3. Students will be able to prepare financial statements and tax returns, utilizing computerized software packages such as Turbo Tax, Peachtree, and/or QuickBooks.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.

## SCANS-*Secretary's Commission for Achieving Necessary Skills*

SCANS workplace competencies and foundations skills have been integrated into Principles of Accounting.

**Background-** What skills will prepare our youth to participate in the modern workplace? What skill levels do entry-level jobs require? In 1990, Elizabeth Dole, then Secretary of the Department of Labor, established the Secretary's Commission on Achieving Necessary Skills (SCANS) to answer these questions.

Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes

SCANS research verifies what we call *workplace know-how* that defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace contexts in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. Resources-An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. Interpersonal-Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal lessons and challenges of the activities.
3. Information-An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.
4. Systems-An understanding of social, organizational, and technological systems; ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. Technology-The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in-group projects.

**Conclusion**-The three SCANS foundation skills identified by the Commission are the following:

1. Basic Skills-Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basis skills. Teaching these skills in the classroom can provide cross-curricular opportunities.
2. Thinking Skills-Creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.
3. Personal Qualities-Responsibility, self-esteem sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others, e.g. classmates, friends and family, customers, and co-workers. Look for changes to reinforce good personal qualities and remember the power of teaching by example.