

**SOUTH PLAINS COLLEGE**  
**COMMON COURSE SYLLABUS: ACNT 1303– INTRODUCTION TO ACCOUNTING I**

**DEPARTMENT:** Business Administration  
**DISCIPLINE:** Accounting  
**COURSE NUMBER:** ACNT 1303  
**COURSE TITLE:** Introduction to Accounting I  
**INSTRUCTOR:** Vanessa Robison, CPA, Instructor in Accounting – Business Administration Department  
**OFFICE:** Lubbock Center, Office Number 120-I  
**OFFICE HOURS:** Please see blackboard for current office hours  
**TELEPHONE:** 806-716-4637  
**E-MAIL:** [vrobison@southplainscollege.edu](mailto:vrobison@southplainscollege.edu) (**Use for after hours and weekends only**)

**I. COURSE INFORMATION**

- A. COURSE DESCRIPTION:** A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
- B. LEARNING OUTCOMES:**
1. Define related accounting terminology
  2. Analyze and record business transactions in a manual and computerized environment.
  3. Complete the accounting cycle
  4. Prepare financial statements
  5. Apply accounting concepts related to cash and payroll.
  6. Prepare bank reconciliations
  7. Correct accounting errors
  8. Complete a simulation for a personal service enterprise and a merchandising enterprise.
- C. STUDENT LEARNING OUTCOMES ASSESSMENT:** This will vary and is geared towards Task Stream and WECM standards. This course will be assessed on an annual basis.
- D. ATTENDANCE POLICY:**

Accessing and/or attending classes for this course, on a regular basis, is extremely important in order to complete the required assignments.

**STUDENTS, and ONLY students, will be responsible for dropping the class if you are failing the class and do not want an "F" on your transcript. I will not drop anyone from the course because you stop coming or stop logging into Blackboard and complete assignments. A grade will be reported at the end of the semester based on the points that you earn.**

Students who enroll in a course but have "Never Attended" by the official census date, as reported by a faculty member, will be administratively dropped by the Office of Admissions and Records.

**E. ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**F. PLAGIARISM AND CHEATING:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

**Plagiarism** violations include, but **are not** limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;

3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

**Cheating** violations include, but *are not* limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

**G. STUDENT CODE OF CONDUCT POLICY:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

#### **H. South Plains Policies**

<https://www.southplainscollege.edu/syllabusstatements/>

## II. COURSE STRUCTURE:

A. **BLACKBOARD** - **ALL** communication and grades for this course will be conducted through Blackboard.

You have many resources available to you for help and you can also contact me by e-mail, telephone, or come by my office during published office hours.

- **COURSE MATERIALS:** This course will require the purchase of "Cengage Unlimited". Cengage Unlimited can be purchased at the SPC Bookstore where you can use your financial aid to cover the cost. You can also purchase Cengage Unlimited through Cengage.com, however, Cengage.com does not accept payment from your financial aid account at SPC. Instructions and information concerning Cengage Unlimited can be found in the course in Blackboard, or at Cengage.com

## III. COURSE EVALUATION:

A. **ASSIGNMENT POLICY:** Students are required to complete homework assignments, chapter quizzes, exams, etc that are included in your Cengage link found in the "Course Content" link in Blackboard. **Assignments are due by 10:55 p.m. on the date posted on the course schedule/calendar and also listed in Cengage. Please note that late work/assignments will be assessed a penalty of a minimum of a letter grade.**

**All completed chapter assignments will automatically be submitted through the Cengage Unlimited web link located in Blackboard**

B. **EXAMINATION POLICY:** Exams will be conducted online through Cengage Unlimited link. Exams will have a **time limit** which will be posted in Cengage through Blackboard. If you have special needs for taking tests, please contact me or special services the first week of classes. (Refer to the Disability Statement located in this syllabus.)

**A score of "0" due to any missing assignments WILL NOT be replaced or dropped.**

C. **GRADING POLICY/PROCEDURES:** Grades will be determined according to the following point totals and scale:

<u>Category</u>	<u>Total</u>
<b>Adaptive Study Plans: 11 assignments, 30 points each</b>	<b>330</b>
<b>Homework Average: 11 assignments, 50 points each</b>	<b>550</b>
<b>Quiz Average: 11 quizzes, 30 points each</b>	<b>330</b>
<b>Unit Exams: 4 exams, 100 points each</b>	<b>400</b>
<b>Comprehensive Final Exam: 50 points</b>	<b>50</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>1660</b>

<b>Your Point Total</b>	<b>Course Grade</b>
1485 or more	<b>A</b>
1319-1484	<b>B</b>
1153-1318	<b>C</b>
987-1152	<b>D</b>
0-986	<b>F</b>

D. **EXTRA CREDIT:**

There are two extra credit opportunities for a **TOTAL OF 12 POINTS** available for this class. Extra credit is offered to the entire class, NOT individual students.

1. **Course Assignments – 2 points** will be added to the final course average for students that complete **EVERY** assignment throughout the **ENTIRE** semester by the required deadlines. There are **NO** exceptions for this opportunity.
2. **Introduction and Course Syllabus Statement:** If you complete the discussion board that you will find in week one of the course, you can earn 10 extra credit points. Please introduce yourself, provide a statement that describes important points of the syllabus or general blackboard information, and sign the statement that you agree to abide by the syllabus. **DO NOT COPY OTHER CLASSMATE’S POSTS ON ABOUT THE SYLLABUS!** Trust me, I can detect it very easily....there are not a lot of you enrolled in the course, so it’s easy to detect.

E. **OPEN COMPUTER LABS:** There is an Open Computer Lab located on the Lubbock Campus in the event you need computer access. It is available to all students Monday – Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 12:00 p.m. This schedule is subject to change without notice.

F. **TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, please start with the Help link on your Blackboard homepage. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a computer crash, or any other situation, there is nothing I can do about it. Make sure you finish your Cengage assignments in a timely manner and **DO NOT** wait until the last minute!

F. **DISCLAIMER:** This is to notify you that the materials you may be accessing in chat rooms; bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

## **SPC Tutors**

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

## **Tutor.com**

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning