

COMMON COURSE SYLLABUS: ACNT 1303– Introduction to Accounting I

DEPARTMENT:	Business Administration
DISCIPLINE:	Accounting
COURSE NUMBER:	ACNT 1303.001
COURSE TITLE:	Introduction to Accounting I
INSTRUCTOR:	Melissa Cavazos, Instructor in Accounting – Business Administration Department
OFFICE:	Levelland Campus, Technology Center #104-C
OFFICE HOURS:	Monday: 9:00-9:30 AM & 1:00-2:00 PM Tuesday: 9:00-9:30 AM, 11:00-12:00 & 1:00-2:00 PM Wednesday: 9:00-9:30 AM, 11:00-12:00 & 1:00-2:00 PM Thursday: 9:00-9:30 AM Friday 8:45-9:45 AM, Also by appointment
TELEPHONE:	806-716-2363
CLASS E-MAIL:	Please use the Course Messages option on the "Home Page" control panel within Blackboard for all correspondence with me for this course.
URGENT E-MAIL:	mcavazos@southplainscollege.edu (Use for after-hours and weekends only)

COURSE INFORMATION:

COURSE DESCRIPTION: 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.

LEARNING OUTCOMES: This will vary and is geared towards Task Stream and WECM standards. This course will be assessed on an annual basis.

1. Define related accounting terminology
2. Analyze and record business transactions for a merchandising operation in a manual and computerized environment.
3. Calculate interest
4. Apply valuation methods for receivables and payables.
5. Utilize various inventory and depreciation valuation methods.
6. Identify internal control procedures for inventory, receivables, and payables.

ATTENDANCE POLICY:

This course will utilize the following policy stated below from the SPC General Catalog:

- *Students are expected to attend all classes to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.*
- *When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they pay*

tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

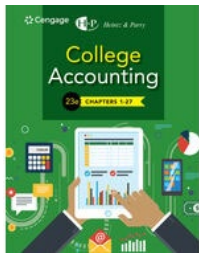
- Students who enroll in a course but have never attended by the official census date, as reported by the faculty member, will be administratively dropped by the Admissions and Records Office. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.
- It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.
- **A student who stops attending AND stops completing assignments MUST take the responsibility of contacting the Registrar's office to drop the class.**

I DO NOT DROP STUDENTS FOR NON-ATTENDANCE. IT IS YOUR RESPONSIBILITY TO INITIATE THE DROP PROCESS IF YOU DECIDE NOT TO COMPLETE THE COURSE. STUDENTS THAT STOP ATTENDING AND DO NOT COMPLETE THE COURSEWORK WILL RECEIVE A GRADE OF "F" AT THE END OF THE SEMESTER.

FINAL DROP DATE: December 4, 2025

COURSE STRUCTURE:

- **BLACKBOARD** - **ALL** communication and grading for this course will be conducted using the Blackboard Learning Management software.
- **COURSE MATERIALS** – All assignments will be completed using the Cengage Now software which will be accessed through the "Course Content" menu link in Blackboard.



- The curriculum for the course is derived from:
 - Payroll Accounting Cengage 2022 Edition
 - Authors: Bieg & Toland
 - **Note:** A required Cengage Unlimited Access code **must** be purchased to complete the assignments for this course. This access code includes an e-textbook with the purchase. Students may choose to rent a print copy of the textbook for the semester. This rental may be completed through the student's Cengage account.

The access code may be purchased at any SPC Bookstore, or through the students' Cengage account. NOTE: If you order the code online from our bookstore, have the code E-MAILED to you. To do this, you will need to choose "ACCESS DELIVERY FEE as the shipping method when checking out.

CHECKOUT

1. Select Address

2. Shipping Method

Choose Shipping Method

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Access delivery fee est. \$2.99

By choosing the Access Delivery Fee method you acknowledge that your printed access card will be unsealed and emailed to you. Orders delivered in this manner are non-refundable. Please allow one full business day to receive your emailed code.

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ASSIGNMENT INFORMATION and GRADING POLICIES:

- **ASSIGNMENT POLICY:** Assignments are due by 11:55 p.m. on the date posted on the course schedule/calendar. All assignments for this course will be completed and submitted through the Cengage Now software. The link for assignments will be located each week within each week's module in Blackboard.

Please note that late work/assignments **will not be accepted.**

Do not wait until the last minute to complete an assignment,

You are given an entire week to complete the assigned work.

Computer failure is not an excuse for missing an assignment!

- **CHAPTER QUIZZES AND EXAMINATION POLICY:** Chapter Quizzes and Exams will be completed using the Cengage software. These assignments will have a **time limit** and deadlines for completion will be posted on the Blackboard Semester Schedule. **No makeup quizzes or exams will be allowed.** If a student is unable to complete a quiz or exam during the scheduled time frame, he or she will not be allowed to make up the test unless arrangements are made **prior** to the test day.
- If you have special needs for taking tests, please contact me or special services during the first week of classes. (Refer to the Disability Statement located in this syllabus.)
- **GRADING POLICY/PROCEDURES:** Grades will be allocated according to the following point system and scale:

<u>Category</u>	<u>Total</u>
Adapt. Study Plan	75
Homework	525
Ch Quiz	150
Unit Exams/Final Exam	450
Participation	220
TOTAL POSSIBLE POINTS	1420

<u>Total Points Earned</u>	<u>Course Grade</u>
1271 and above	A
1129-1270	B
987-1128	C
845-986	D
Below 884	F

- **EXTRA CREDIT:** Extra credit is offered to the entire class, NOT individual students. All extra credit points will be added to the **FINAL** course point total at the end of the semester.
 - ❖ **Course Evaluation:** **25 points** will be added to the final course point total for completing the course evaluation for this course. The course evaluation will be available at the end of the semester.

ACADEMIC AND SPECIAL SERVICES INFORMATION:

- **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.

- **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.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

- **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.
- **INTERNET/TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, please start with the Help link on your Blackboard homepage. It is your responsibility to have a backup plan if your computer/WIFI 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!** Make sure you finish your Cengage assignments in a timely manner and DO NOT wait until the last minute!
- **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.
- **COVID INFORMATION** – For information and resources about COVID-19, please visit:
[COVID Response \(southplainscollege.edu\)](https://www.southplainscollege.edu/covid-response/)
- For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit:
<https://www.southplainscollege.edu/syllabusstatements/>.