

## Intro to Accounting (ACNT 1303\_2A4\_202390)

### CREDIT

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

### MODE OF INSTRUCTION

Online

### PREREQUISITE/CO-REQUISITE:

None

### 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.

### COURSE OBJECTIVES

Define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; apply accounting concepts related to cash and payroll; prepare bank reconciliations; and correct accounting errors.

### INSTRUCTOR CONTACT INFORMATION

Instructor:	Cindy Victorian
Email:	cmvictorian@lit.edu
Office Phone:	(409) 247-5009
Office Location:	TA4-103C
Office Hours:	By Appointment Only

### REQUIRED TEXTBOOK AND MATERIALS

College Accounting, by Heintz/Parry 23rd Edition, ISBN 9781337913379  
and Blackboard 9.1 Access

### ATTENDANCE POLICY

Attendance will be taken online. The student is required to log into Blackboard at least three times a week. If a student does not log into Blackboard, that student is still responsible for all work and/or discussion missed. It is the student's responsibility to determine what it is he or she missed, not the instructor's. *The instructor will not take additional time outside of class to inform a student of what occurred during the time they were not logged into Blackboard.* The best source of missed material or assignments is a classmate.

Approved: CV/08/14/2023



**LAMAR INSTITUTE  
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## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

## **COURSE CALENDAR**

### **Assignment & Exam Schedule (subject to change with or without notice)**

Week 1	Course Introduction
	Chapter 1: Introduction to Accounting
Week 2	Chapter 1: Introduction to Accounting
Week 3	Chapter 2: Analyzing Transactions: The Accounting Equation
Week 4	Chapter 3: The Double Entry Framework
<b>(Monday Oct. 16, 2023 Chapters 1-2 Exam 1, Homework and Quizzes Due at 11:55 pm)</b>	
Week 5	Chapter 4: Journalizing and Posting Transactions
Week 6	Chapter 5: Adjusting Entries and the Worksheet
Week 7	Chapter 6: Financial Statements and the Closing Process
Week 9	Chapter 7: Accounting for Cash
<b>(Monday Nov. 13, 2023 Chapters 3-4 Exam 2, Homework and Quizzes Due at 11:55 pm)</b>	
Week 10	Review
Week 11	Final
<b>(Monday Dec. 4, 2023 Chapter 5 Exam 3, Homework and Quiz Due at 11:55 pm)</b>	
<b>(Monday Dec. 4, 2023 Chapter 6-7 Exam 4, Homework and Quiz Due at 11:55 pm)</b>	

## **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Four Exams 60%
- Quizzes 20%
- Homework 20%

## **GRADE SCALE**

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or Wi-Fi is necessary to maximize the use of online technology and resources.

## **ACADEMIC DISHONESTY**

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these

emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

#### **ADDITIONAL COURSE POLICIES/INFORMATION**

- **Assignments Policy: All homework and quizzes should be completed and submitted in Blackboard by the date assigned by the instructor. Please refer to the course syllabi and Assignment Due Date link in blackboard for Assignment due dates and times. Late assignments will not be accepted.** Please use the link provided under the **Weekly Assignments and Quizzes link** in Blackboard to complete your Assignments. **Do not log directly into the Cengage Website to complete your assignments.** Students that turn in an assignment late will receive a grade of '0'. If you are absent when an assignment is due, you will receive a zero. Any missed assignments and/or quizzes will be not be given the opportunity to be made-up.
- **Exam Policy: Makeup exams will not be given.** Missed exams will result in a grade of '0'. All exams will be administered on the regular scheduled test dates. **All exams will be administered thru blackboard.** Under no circumstances will an absence, for any reason, excuse the students from completing all exams assigned in the course. Exams usually include multiple choice, problems, and True/False questions. Some exams may consist of completing a problem at the end of the chapter and you will be given one and a half hour (90 minutes) to take your exam.
- All Exams will be administered in Black Board under the **Exams** link. Please refer to the course syllabi and Exam Due Date link in blackboard for Exam dates and times. All Exams will be available for approximately one week, beginning on a Monday at 12:00 am and ending the following Monday at 11:59pm.
- The instructor will respond to e-mail and voice mail communication within 48 hours Monday through Friday. Assignment grades will be published within 2 weeks of the assignment due date.
- **E-Mail/Voice Mail Etiquette:** Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name. Please allow the instructor Forty-eight (48) hours to respond to your emails. Voice mail messages should be clearly spoken identifying student's name, course, and any return phone number.