| Texas High/Texarkana College  Introduction to Accounting II DC | Course Number: ACNT 1304 Semester Credit Hours: 3 Prerequisite: Completion of ACNT1303 Semester: Fall-Spring |
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| **Instructor Information** | Pamela Hamilton  Texas High – Room 6  Telephone: 903.794-3891 ext. 2006 E-mail: pam.hamilton@txkisd.net |
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| **Required Textbook:**  **(Provided by THS)** | College Accounting: A Career Approach, 13th Edition. Cathy J. Scott. Cengage Learning  ISBN: 978-1-337-28056-3 Plus Access Card, ISBN: 9781305790315  Excel |
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**Course Description:**

A study of accounting for merchandising, notes payable, notes receivable and equipment, and valuation of

inventories in a manual and computerized environment.

**Study Learning Outcomes for the Course:**

Define accounting terminology; analyze and record business transactions for a merchandising operation in

a manual and computerized environment; calculate interest; apply valuation methods for receivables and

payables; utilize various inventory and depreciation methods; and identify internal control procedures for

inventory, receivables, and payables.

**Teaching Methods**

* **Lectures:** It is the student’s responsibility to read the assigned textbook chapter before attending class. Important material from the test and outside sources will be covered in class. Students should plan to take careful notes. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
* **Assignments:** Chapter activities and online activities will be assigned to reinforce material
* **Tests:** These tests measure your ability to carry out the tasks learned in each chapter.

**ABSENTEE POLICY**

| According to Texarkana College’s absentee policy, instructors are allowed to withdraw a student from a course due to excessive absences. As your student enters college they need to realize that attendance is mandatory for success. For this course, we will abide by the 90% rule that is outlined in the student handbook. If a student accrues make-up hours for the course, they will not be awarded college credit and will be dropped from the roster at Texarkana College. |
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**MAKE-UP POLICY**

| Late work is defined as assigned work for any student who is in a class the day an assignment is made but failed to turn in the work on the due date. This does not refer to students who are turning in late work (make-up) due to an absence. Students who miss school for a school-related absence must turn in all due work at the **beginning** of the next class period.  1 class day late = max 80  2 class days = max 70  3 or more class days = max 50  0 for all un-submitted work  **Re-Doing An Assignment for a higher grade is NOT allowed for DC Classes.** |
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**ACADEMIC INTEGRITY STATEMENT**

| Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F. |
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**CLASSROOM CODE OF CONDUCT**

| You are to be respectful of your instructor and fellow classmates at all times. You are to refrain from surfing the Web or accessing any social network sites during class unless directed by your instructor. You are encouraged to work together to solve problems; however, you must complete your own work. **Cheating will result in an “F” for all involved** in the act even if the person is in another class or previous semester. |
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**ADDITIONAL CLASSROOM POLICIES**

| Students are not allowed to bring food or drinks into the classroom/lab. The cost of damage to computer equipment and furniture can be significant due to a minor mishap. The viewing of pornography is prohibited and will result in being dropped from the class with a grade of “F” and disciplinary action will be taken. The Computer Lab is under surveillance. |
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**DISABILITY ACT STATEMENT:**

| Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903.823.3349, or go by the Advising, Recruitment, and Student Retention Department for personal assistance. If you have an accommodation letter from their office indicating that you have a disability that requires academic accommodations, please present it to the instructor immediately so that the necessary accommodations can be made. |
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**STUDENT ASSESSMENT AND GRADING SCALE**

| Grades shall be determined from the following: lecture notes, practice and chapter tests.  Make-Up Work: Students shall make up assignments and tests after absences, including absences as a result of the suspension, but shall receive a zero for any assignment or test not made up within the school policy days (1 day plus however many days the student missed) following the student’s return to school. For make-up quizzes and tests, students are required to arrange a time with their teacher.  Students will not be allowed to turn in late work the last week of the six weeks. Late work is work that was assigned when the student was not absent and NOT turned in when the work was due. Missing school for a school event (school-related absence) is NOT considered an absence and all work will be due at the beginning of the next class period. Per Student Handbook, A-9, a student involved in an extracurricular activity must notify his or her teacher ahead of time about any absences. It is the student’s responsibility to communicate their school-related absence in **WRITING** (e-mail, Remind message, paper, etc) to the teacher **PRIOR** to their absence. A conversation will NOT suffice. Documentation is needed. The responsibility is solely on the student. If this procedure is not completed, the late work policy will apply. The goal of this policy is to ensure that you are prepared for the next class.  **NO LATE WORK WILL BE ACCEPTED ON ASSIGNMENTS THAT TRANSPIRE OVER AN EXTENDED PERIOD OF TIME. An extended amount of time means an assignment where students have a minimum of a week to complete or longer after assigned.**  This is a dual credit course and will follow the rigor and grading policies of Texarkana College. No re-testing will be offered in DC classes and no opportunities for extra credit will be given. Grading – (Local) Texas High Report Card Grade Accounting students will receive **one grade** on the report card thatrepresents 3 credits at the college. The grade comes from the following:   * 50% Classwork – Daily Work (notes, practice) * 50% Test |
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| **Percentage** | **From** | **Final Grade** | **Average** |
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| **50%** | Assignments | **A** | 90-100 |
| **50%** | Tests | **B** | 80-89 |
|  |  | **C** | 70-79 |
|  |  | **\*D** | 60-69 |
|  |  | **F** | 50-59 |

**\*Texas High does not have D’s – Any grade below 70 is failing.**

**BEHAVIORAL EXPECTATIONS**

| Please adhere to the following:   1. Be in your seat before the tardy bell rings and begin the “Bell Ringer” activity. 2. No cell phones visible 3. Be prepared to work cooperatively. 4. Follow all classroom, teacher, and school policies.   Discipline in a classroom is used to maintain a sense of order to ensure that each student has an opportunity to do his or her best. Necessary measures will be taken to ensure an appropriate learning environment. These include verbal warning, parent contact, team conference, referral to the grade-level principal, after-school detention, in-school suspension, expulsion, or alternate placement. Texas High School operates on an eight-step Student Management Plan. Some infractions will result in the student skipping steps.  **Phones:** The school phone policy will be strictly enforced within the classroom. During tests, quizzes, and certain projects, phones will be collected by the teacher for the duration of the class and returned at the close.  **Google Classroom:** Our classes utilize Google Classroom throughout the year for various reasons. The students will be expected to act responsibly (check due dates, submit assignments, etc) within the site. |
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**This is a read receipt. Please make sure that you (the student) and your parent/guardian have read and reviewed the material within this document. You will turn this page into your teacher, Mrs. Hamilton.**

**Once BOTH names have been signed, please TURN IN by August 22nd. This will be one of your first daily grades.**

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Student Name and Signature Date

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Parent Name and Signature Date