



## ACNT2302—Accounting Capstone Course Syllabus Spring 2017, Internet Class

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### Course Information

ACNT2302.A01INT, Accounting Capstone, Spring 2017, Internet Class.

### Type of Course/Delivery Mode/Testing Requirements

Internet Class, delivered completely online. No on-campus testing required.

### Professor Contact Information

Carol Pace:

Office Phone: (903)463-8737

Office Location: CIS105G

Campus E-mail: [pacecar@grayson.edu](mailto:pacecar@grayson.edu)

Office hours: Monday:	8:30 – 10:45 AM; 1:30 – 3:00 PM
Tuesday:	8:30 – 9:15 AM; 1:30 – 3:00 PM
Wednesday:	8:30 – 10:45 AM; 2:00 – 3:00 PM
Thursday:	8:30 – 9:15 AM
Friday:	8:30 – 9:30 AM

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### Course Pre-requisites, Co-requisites, and/or Other Restrictions

This course is the capstone course for the accounting program. Only students majoring in accounting (AAS) should complete this course. It should be completed in the students' last semester before graduation.

### Course Description – from college catalog

**Accounting Capstone—(3-0-3)** Designed to provide a Capstone experience for the associate of applied science degree in accounting. A learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

## Student Learning Outcomes

The student will be able to:

- Complete the accounting cycle for service and merchandising businesses
- Demonstrate computer usage skills related to accounting applications in business
- Prepare financial reports
- Communicate report findings in written and oral form
- Solve complex accounting issues
- Participate in research and discussion on accounting issues, trends, and/or situations
- Design and create a resume to be used in the job hunt process

## Required Textbooks (ISBN # included) and Materials

*No required Textbook*

## Outline of Topics Covered

Accounting Decision Cases  
Group Projects  
Proper Interview Techniques  
Proper Job Search Techniques  
Resume writing

## Course Schedule, Spring 2017

1	1/17 – 1/23	Get Started (become familiar with the course)	
		Meet your classmates (discussion)	1/23
1-2	1/17 – 1/30	Module 1: Learning Activities	
		Module 1: Accounting Cycle Simulation	1/30
3	1/31 – 2/6	Module 2: Starbucks and Dylan and Mike	2/6
4	2/7 – 2/13	Module 2: Starbucks, Part II and Institute of Management Acct	2/13
5	2/14 – 2/20	Module 2: Ethical Issues Discussion and Southeast Suites	2/20
6 -	2/21 – 3/6	Module 3: Group Project 1	3/6

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Module 4: Interviewing and Resume

8 - 3/7 – 4/3 4/3  
10

11 - 4/4 – 4/17 Module 5: Group Project 2 4/17  
12

Module 6: Discussion—Succeeding in the First 90 Days

13 5/8  
– 4/18 – 5/8 Real Life CPAs Quiz  
15 Report from Bureau of Labor Statistics

**Methods of Evaluation**

**Grading**

Points will be assigned as follows:

Module 1--Accounting Cycle Simulation		200 points
Module 2—5 Decision Cases (Solve complex accounting issues and report findings)	50 points each	250 points
Ethical Discussion		30 points
Module 3 and 5—2 Group Projects (Solve complex accounting issues)	100 points each	200 points
Module 4—Interview & Resume	125 points each	250 points
Module 6--Participate in research and discussion on accounting trends, issues, and situations)		
Succeeding in the First 90 Days Discussion		30 points
Real Life CPA Quiz		30 points
Report on Bureau of Labor Statistics		100 points
Total Points		1090 points

The following scale will be used to determine the final grade:

981 - 1090 points	A
872 - 980 points	B
763 - 871 points	C
654 - 762 points	D
below 654 points	F

All grades will be posted in Canvas regularly. Students should check the “Grades” tool for these grades.

**Late Work Policy**—A list of assignments and due dates is available in Canvas. All assignments are expected on or before the due date. Unless extreme circumstances are communicated to me before this date, late work will not be accepted.

**Quizzes & Tests**—No quizzes or tests will be given in this class.

**Communication:** Communication between the instructor and students will primarily be through the course site in GC Canvas. Frequent announcements, comments in the course discussions, responses to email, as well as feedback on homework assignments will be provided regularly. Students will primarily communicate with one another through the course discussions tool. Students will be required to post discussions on the Discussion Board.

**Participation:** In an online course, regular routine participation is extremely important. Online participation is assessed through a variety of methods including timely submission of assignments, posting on the Discussion Board, as well as logging in and checking the course site regularly.

**Monitoring online activities:** Online course activities will be monitored through a variety of methods including active participation by the instructor in various course areas as well as utilization of the Course Tracking tool in GC Canvas. The Course Tracking tool provides detailed statistics for each student for various activities in the course.

**Technical Competence:** Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

**Computer Software/Hardware requirements:** Generally, personal computers purchased in the last 3 years should be adequate to access GC Canvas. Software requirements include Microsoft Internet Explorer 7.x or higher ([www.microsoft.com](http://www.microsoft.com)), the latest version of Sun JAVA ([www.java.com](http://www.java.com)), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Microsoft Excel and Access are also required for part of this course. Contact instructor for help in purchasing or accessing either of these programs for this class. Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit [www.grayson.edu](http://www.grayson.edu) and select the Help Desk link.

**Technical Breakdowns:** Please do not wait until the last minute to submit assignments! Allow enough time before the due date and time to submit your assignments. Should there be a technical problem, immediately notify the instructor via external email or internal Canvas messages. Alternative arrangements, if permitted, will be discussed at that time.

**On-campus meeting requirements:** There will be no required on-campus meetings.

**Academic Honesty:** To ensure that each student is doing his or her own work, each assignment will be carefully graded and checked for duplication. If it is found that two students have turned in duplicate assignments (which would indicate copying), both students will receive a grade of zero on that assignment.

## **Course & Instructor Policies**

### *Class Attendance*

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-semester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

**Attendance is not included as part of the grade in this course.**

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## **Student Conduct & Discipline**

Student conduct in this Internet class is expected to be the same as for a regular day class. Each student should always show respect and consideration for other students in the class and for the instructor.

## **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

## **Student Responsibility**

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

### **TITLE IX**

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Regina Organ, Title IX Coordinator
- Dava Washburn, Title IX Coordinator
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.**

**These descriptions and timelines are subject to change at the discretion of the Professor.**

**Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>**