A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Students will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll. (Prerequisites: ITCW 1404 or instructor permission.)

This course will transfer to other community colleges in Texas; it will not transfer to four-year institutions.

2. Flash drive
3. Ruler
4. Calculator

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

Students will be expected to exhibit professional behavior during scheduled class times and while in the lab. Professional behavior includes, but is not limited to, the following:

1. Complying with Midland College rules
2. Attending all class sessions
3. Being on time to class (class time cannot be used to repeat information missed by late students)
4. Exhibiting cooperative behavior in class
5. Not using ear phones, cell phones, and beepers in the class
6. Dressing appropriately
7. Giving the instructor advanced notice when leaving class early
8. STUDENTS ARE EXPECTED TO READ AND STUDY EACH CHAPTER

For Online courses, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course and will not be allowed to return.

If it becomes necessary for a student to miss a scheduled class time, it will be the student's responsibility to contact the instructor during scheduled office hours in order to receive
missed assignments.

Approximately six to eight hours per week of study or homework time outside of class is recommended for successful completion of course requirements.

**Labs:** Lab is required for this course.
The accounting lab is located in room TC170 and will be open approximately 13 hours per day except on Friday and Saturday. More definite hours are posted in the lab.

**Missed Exams:** Progress Quizzes will cover terminology. A missed progress quiz **cannot be made up**, unless the student contacts the instructor in advance and the quiz is taken before graded quizzes are returned to students. These make-up quizzes will be taken in the accounting lab.

**Evaluation of Students:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>180</td>
</tr>
<tr>
<td>Continuing Problem</td>
<td>200</td>
</tr>
<tr>
<td>FDIC Project</td>
<td>50</td>
</tr>
<tr>
<td>4 Progress Quizzes</td>
<td>80</td>
</tr>
<tr>
<td>4 Major Exams</td>
<td>400</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1010</strong></td>
</tr>
</tbody>
</table>

NOTE: Individual instructors may alter the grading schema

A = 909-1010
B = 808 - 908
C = 707 - 807
D = 606 - 706
F = below 606

**Course Schedule:** Semester schedule will be distributed in class and will be available online
This class meets for 3 lecture hours per week and one hour of lab.

**Americans With Disabilities Act (ADA):**
Any student who because of a disabling condition may require some special arrangements in order to meet course requirements should contact the Counselor/Disability Specialist at 432-685-5598 as soon as possible. The Counselor/Disability Specialist is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.
Business Studies Division Information

Division Dean: Dr. Damon Kennedy
Division Office MHAB 176
Division Secretary: Angelina Dolaptchieva, MHAB 176, 685-6830
Division Clerk: Adelle Dowling, MHAB 176, 685-6829

Business Studies Lab
The Business Studies Lab is located in room TC 170 (685-4212.) More definite information will be provided about the lab after the first day of class.

12/06/16