Course Syllabus
Accounting Capstone ACCT2603

I. Instructor Information
Name: Robert Coates, MBA, MSA
Office: Business Technology Center Room 312
Telephone: 501-812-2326
Office hours: MW 9:30 a.m. to 12:30 p.m. Tue/Thurs 8:00 to 9:15 a.m. - Friday 9 a.m. to 10 a.m.
Via email & by office phone - will respond within 24 to 48 hours
Mailbox location: Room 312
Email: rcoates@pulaskitech.edu

II. Catalog Description
The course will be a review of concepts and skills presented throughout the accounting curriculum. It will follow the parameters set forth by the American Institute of Professional Bookkeepers so as to prepare students for the Certified Bookkeeper designation. Students will have the option at the end of the course to take the exam for certification, but it will not be a required element of the course. Skills reviewed will include: adjusting entries, correction of errors, payroll, depreciation, inventory, internal controls and fraud prevention.

Pre-requisites: ACCT 2413 and ACCT 2533

III. Course Resources
Required textbooks:
McGraw Hill Education (publisher)

IV. Required Skills/Competencies
Not all students are good candidates for working with an online course. To be successful, E-Learning students should:

• Have necessary hardware and software to work remotely.
• Be good readers. Much of what students get out of working in an online course is directly related to their ability to read directions and follow directions that appear daily on various screens used in this course.
• Be self-disciplined.
• E-mail account (use your PTC e-mail)
• Know how to use a Web browser, an e-mail program and a computer

Required Resource for Online Students:
• A reliable computer with and Internet connection
• *Microsoft Windows 7/10 and Microsoft Office 2010/2013/or Current* version installed. (Complete licenses of the most recent Microsoft Office Suite are available for download in your student Office 365 email account)

Blackboard Learning System: The Business Communication course is managed using an online Learning Management System (LMS) known as Blackboard. Blackboard is accessed using a web browser over the Internet. Orientation to Blackboard is provided during the first week of class. For help using Blackboard, contact the Online Help Desk at [http://www.blackboard.com/student-resources.aspx](http://www.blackboard.com/student-resources.aspx). You can also access this web site inside the Student Help Desk which may be found in your Blackboard Course Menu.

If you need help for issues not related to Blackboard such as logging into the portal, contact the PTC Student Help Desk by emailing oss@pulaskitech.edu or appearing in person in their office in ITC 303 with photo ID.

If you need assistance with uploading your homework assignments contact me directly, or go to one of the Learning Assistance Center labs for free tutoring.

V. Institutional Learning Outcomes
PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: [http://www.pulaskitech.edu/sla/mission.asp](http://www.pulaskitech.edu/sla/mission.asp)

V. Department/Program Learning Outcomes

Upon completion of the Principles of Accounting courses, the student should be able to:

1. **Written Communications** - Students will demonstrate written communication skills appropriate for business situations.
2. **Oral Communications** - Students will create and effectively deliver oral presentations that are concise and informative and conduct research appropriate to the task at hand.

3. **Teamwork** - Students will demonstrate effective interpersonal skills and the ability to work effectively in teams of diverse composition.

4. **Quantitative Reasoning and Financial Analysis Skills** - Students will demonstrate the ability to perform basic financial analysis.

5. **Computer Skills** - Students should demonstrate proficiency in the use of general productivity software in business applications with an emphasis on Microsoft Excel and Microsoft Word.

6. **Competency in Discipline** - Students will demonstrate the ability to apply theories and methods to the solution of common types of problems related to their academic field of study.

7. **Global Perspectives** - Students will demonstrate an understanding of global dimensions of business including socio-cultural, political-legal, technological and economic environments.

8. **Ethical Reasoning** – Students will apply principals of ethical reasoning to resolve issues.

VI. **Course Outcomes**

- Use an electronic spreadsheet to prepare financial statements.
- Conduct Financial Statement Analysis.
- Calculate Depreciation, prepare loan amortization, and prepare cash budget.
- Prepare adjusting entries and calculate various costing methods.
- Demonstrate and identify various characteristics of accounts.

VII. **Attendance Policy**

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they
arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

Teachers have the right to enforce UA-PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

In an online class, eligibility for financial aid is based on student participation. Logging in to the course does not constitute participation. Examples of participation include, but are not limited to, posting to the discussion board, submitting an assignment, taking an assessment, or emailing the instructor about the course. Students who do not participate will not be able to collect financial aid for an online class.

Students have the responsibility to know attendance policies. Instructors have the authority to drop students who are not attending class consistently. A student may or may not be dropped anytime after the student consecutively has failed to attend twice the number of class meetings per week. (For example, if the class meets three days per week—drop after six times. Students are responsible for completing the necessary paperwork with the Student Services office to officially drop from a class. Students must abide by the deadlines of Student Services for a “drop.”

It is the responsibility of the student to obtain assignments that were missed as a result of absence.

VIII. Classroom Policies
The PTC Catalogue rules and regulations will be enforced in this class at all times.

Please consult the following website for more information:
http://www.pulaskitech.edu/admission/web_catalog/

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.
IX. Grading
Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 to 59%</td>
</tr>
</tbody>
</table>

Exams - There will be several unit exams, case studies, homework assignments, and final exam. Instructor is not required to administer a make-up exam it will done on a case by case basis. **Depending on reason/circumstances for make-up exam the Instructor can deduct up to 20% for make-up exams, especially if students misses two or more.**

Extra Credit Points- Courtesy: Periodically I offer an opportunity to receive Extra Credit Points – I will offer Class Participation for Posted Bio within Blackboard – posting and responding to classmates will help students qualify for the Participation Credit.

Both Extra Credit Points & Class Participation Points are granted at the Instructors discretion, points can be amended or modified as necessary:

**INSTRUCTOR/STUDENT RESPONSE TIME:**
IF YOU HAVE ANY QUESTIONS PLEASE SEND ME AN EMAIL, rcoates@pulaskitech.edu OR A MESSAGE VIA BLACKBOARD MY GOAL TO RESPOND TO ALL EMAILS WITHIN A 24 TO 48 HOUR PERIOD.

X. Academic Integrity
It is expected that all students who attend PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy can be found in the PTC code of conduct.
XI. Accommodation Policy
Services for Students with Disabilities: PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or www.pulaskitech.edu) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records.

Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

XII. Sexual Misconduct
No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Dean of Students
Campus Center Building Room 212
501-812-2756
manderson@pulaskitech.edu

Additional information, including the PTC sexual assault policy, procedures, and resources may be found online at http://www.pulaskitech.edu/sexual_misconduct_awareness/.

XIII. Course Evaluations
Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

XIV. Information Literacy
PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
XV. Course Schedule

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

The complete Course Schedule will be posted on Blackboard - Post to Discussion Board (Introduce Yourself Assignment)
XVI. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Mr. Robert Coates’s Accounting Capstone class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semesters

Spring 2018

Date

_______________

Print name

______________________________

Signature

______________________________

Email address

(Please use your UA-PTC email address)

Telephone

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