



Basic Accounting

ACC 100, 3 Credits
Friday 8:00 – 10:45am – E227
January 20 – May 12
Sarah Stover, CPA
Office Hours: By Appointment

Contact

TRCC E-mail: SStover@trcc.commnet.edu

Day Phone: (860) 892-1040

Evening & Weekend Phone: (860) 718-5892

Prerequisite

None

Required Materials

Textbook: None required

Homework Manager Code: College Accounting (Connect Access Card Only) Edition: 15th. Price, Haddock & Farina (Chapters 1-24) ISBN: 9781259995187

Hyperlink: <https://connect.mheducation.com/class/s-stover-spring-2017-friday-8am-1>

Online Portion: Access to Blackboard Learn

Tools: Calculator

Course Description

The course is designed to cover the basic structure, concepts and correct use of accounting terminology. The practical aspect of accounting is emphasized through recording, classifying, and summarizing the financial information that flows within a business enterprise. Accounting transactions are examined along with such areas as sales, purchases, cash, receivables, and liabilities.

Learning Outcomes

1. Understand the nature of transactions and identify individual accounts.
2. Develop a chart of accounts for an organization.
3. Understand the difference between assets, liabilities, and equity.
4. Define the accounting equation and apply it to transactions.
5. Understand double entry accounting and identify the components of a transaction.
6. Demonstrate understanding of debits & credits and normal account balances.
7. Prepare journal entries and explain their effect on the accounting equation.
8. Track the effect of transactions on account balances using T-accounts.
9. Construct basic financial statements.

Assignments

Readings

Weekly readings will be assigned through your Connect Access. These help guide you to the relevant portions of the text and provide learning exercises that reinforce the material. Readings are designed to cover the material that will be taught in the following class, giving you an introduction to the concepts prior to arriving in class. Readings and their learning exercises must be completed prior to the class session.

Homework

Homework assignments are given through your required Connect Access. The website address is on your course homepage and there is a hyperlink on this syllabus. The due dates for completing the online homework are on the Connect website. I strongly urge you to do the homework on a weekly basis. Multiple attempts are allowed for each assignment and you will receive the highest attempt grade. This approach allows you to practice and get a good grade on the assignments. Homework assignments can only be done through Connect.

Exams

There will be three exams during the semester comprised of multiple choice questions and problems. Each exam will focus on the material covered in the segment leading up to the class but material builds on concepts learned in all proceeding classes.

Participation

You will be graded on your participation in class. You will be expected to participate in the following ways:

- Show up on time to every class
- Complete short quizzes at the start of class. (Arrive on time as no make-up quizzes are available.)
- Ask and answer questions and participate in group projects

Grading

Components of Grade

Assignment	Weight
Exam 1	20%
Exam 2	20%
Exam 3	20%
Homework	20%
Graded Readings	10%
Participation	10%

Grading

Point/Grade Distribution is as follows:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Class Policies

Attendance Policy

Class attendance is essential for success in this class. In class we will explore more than is covered in the e-text, so it is essential that you attend class in order to learn the materials. Class time will be dedicated to instruction and working through group problems to learn the material. Each class builds on the last so it is important that you be present at every class so you do not fall behind. If you are late for class or if you must leave early, please take a seat near the door. I would advise you to ask one of your fellow classmates to keep you updated on any material you miss due to an absence.

Digital Devices

No cell phones or other digital devices are permitted in class. Please silence your devices and put them away before the start of class. If you must take or make an emergency call, please step out of the classroom to do so.

Appointments & Assistance

If you need assistance with the material we are learning or would like to discuss assignments with me, please email or speak to me. We can make an appointment to meet before or after class or set up a tutoring session at school or at my office.

Academic Integrity

All assignments are to be completed by the student without the assistance of any other person. While doing homework, a student may use any material and notes from class but may not use the internet or other sources and may not obtain assistance from anyone else. Any student who cheats on an assignment will receive a grade of ZERO for the assignment. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College.

Additional Information

Withdrawal Policy

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students who do not withdraw but stop attending will be assigned an "F" or "UF" signifying a failing grade or Unearned Failure. See updated school policy regarding "F" and "UF". Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar.

Disabilities Statement

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP. Contact Matt Liscum 860.215.9265 for any assistance.

School Email Alert

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. All students are encouraged to sign up for myCommNet Alert.

http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Student.shtml

United States Department of Education and Office of Civil Rights Title IX Statement of Policy:

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin-in all aspects of a recipient’s educational programs and activities.”

If any student experiences sexual misconduct or harassment, and/or racial or ethnic discrimination on Three Rivers Community College Campus, or fears for their safety from a threat while on campus, please contact Edward A. Derr, the Diversity Officer and Title IX Coordinator 860.215.9255

BASIC ACCOUNTING

COURSE OUTLINE

----- Homework -----

Week	Date	Structure	Readings	Homework (Connect – Online)
1	January 20	Lecture	Chapter 1 Pages 9-11 Chapter 2 Pages 20-32	Assignment 1
2	January 27	Lecture	Chapter 2 Pages 32-35	Week 2 Homework
3	February 3	Lecture	Chapter 3	Week 3 Homework
4	February 10	Lecture		Week 4 Homework
5	February 17	No Class		Week 5 Homework – Prep for Exam
6	February 24	Exam 1		
7	March 3	Lecture		Week 7 Homework
8	March 10	Lecture		Week 8 Homework
9	March 17	No Class	Spring Break!	
10	March 24	Lecture		Week 10 Homework
11	March 31	Exam 2		
12	April 7	Lecture		Week 12 Homework
13	April 14	No Class	Good Friday	
14	April 21	Lecture		Week 14 Homework
15	April 28	Lecture		Week 15 Homework
16	May 5	Exam 3		
17	May 12	Make-up Day		

Note: Additional problems and exercises may be assigned or modified on a weekly basis.

Spring 2017 Standard 15 Week Session

Jan 16	Martin Luther King Day - college closed
Jan 17	New student orientation
Jan 18	Professional Day, Registration deadline and last day to drop classes for full tuition refund
Jan 19	Classes begin, Add and drop periods begin
Jan 25	Last day for registered students to add a class
Feb 1	Last day to drop classes and partial tuition refund
Feb 16	Last day to select audit option
Feb 17-20	Lincoln's and Washington's Birthday observed - classes not in session
Mar 15	Last day to apply for summer (August '17) graduation
Mar 13-19	Spring Break - classes not in session
Mar 30	Last day to select pass/fail option, last day to submit incomplete work from Fall '16 and Intersession '16 Advising day (classes in session)
Apr 3	Continuing Degree-Seeking Student Registration for Summer '17 Session and Fall '17 Semester Advising day (classes in session)
Apr 14	Good Friday - college closed
Apr 17	New Student and Non-Degree Seeking Student Registration for Summer '17 Session and Fall '17 Semester
May 4	Reading/make-up day
May 8	Last day to withdraw from classes
May 15	Last day of 15 week session
May 22	Final grades due
May 24	Student grades available on web Commencement
May 29	Memorial Day - college closed