



## Basic Accounting

ACC 100, 3 Credits  
Friday 8:00 – 10:45am – D224  
September 2 – December 16  
Sarah A. Stover  
Office Hours: By Appointment

### Contact

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Work E-mail: [Sarah@edmcपाल्क.com](mailto:Sarah@edmcपाल्क.com)

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### Prerequisite

No academic prerequisites, just a willingness to learn.

### Required Materials

**Textbook:** None

**Homework Manager Code:** Accounting: What the Numbers Mean (Connect Access Card Only) Edition: 11<sup>th</sup>.  
Marshall ISBN: 9781259675966

**Hyperlink:** <http://connect.mheducation.com/class/s-stover-fall-2016-friday-8am>

**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

### Exams

There will be three exams during the semester. At the start of the semester, each student will pick a hypothetical business which they will follow throughout the semester. Each exam will build on that business idea, applying the material learned over the previous weeks to the business.

### 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. You will have up to 5 submissions for each assignment. This approach allows you to practice and get a good grade on the assignments. The homework assignments will not be accepted through email or if they are late.

### Participation

Part of your grade is based on your participation in class. You will be expected to participate in the following ways:

- Show up to every class
- Remain alert and engage with instructor, classmates and materials
- Ask and answer questions
- Complete short quizzes at the start of class. (Arrive on time as no make-up quizzes are available.)

## Grading

### Components of Grade

Assignment	Weight	Due Date
Exam 1	20%	In class – October 7
Exam 2	20%	In class – November 4
Exam 3	20%	In class – December 9
Homework	20%	Dues dates are in Connect
Participation	20%	All throughout semester

### Grading and Classroom Policies

The grading policy is as stated in the Manual of Policy and Procedures on Grades and Quality Points.

Point/Grade Distribution is as follows:

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

## **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.

### **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 need to take or make an emergency call, please step out of the classroom during breaks 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.comnet.edu/Div\\_IT/EducationalTechnology/Student.shtml](http://www.trcc.comnet.edu/Div_IT/EducationalTechnology/Student.shtml)

# BASIC ACCOUNTING

## COURSE OUTLINE

----- Homework -----

Week	Date	Material	Readings	Homework (Connect – Online)
1	September 2	Chapter 2	Pg. 30	Business Entity Assignment
2	September 9	Chapter 2	Pg. 31 - 37	Week 2 - Chapter 2
3	September 16	Chapter 4	Pg. 95 - 97	Week 3 - Chapter 2 & 4
4	September 23	Chapter 4	Pg. 99 - 100	Week 4 - Chapter 4
5	September 30	Chapter 4	Pg. 101 - 108	Week 5 – Chapter 4
6	October 7	Exam		
7	October 14	Chapter 5	Pg. 137 - 148, 160 - 161	Week 7 – Chapter 5
8	October 21	Chapter 6	Pg. 183 - 202	Week 8 – Chapter 6
9	October 28	Chapter 7	Pg. 231 - 239	Week 9 – Chapter 7
10	November 4	Exam		
11	November 11	Chapter 8	Pg. 271 – 281, 291	Week 11 – Chapter 8
12	November 18	Chapter 9	Pg. 351 - 329	Week 12 – Chapter 9
13	November 25	NO CLASS!		Thanksgiving Recess!
14	December 2			
15	December 9	Exam		
16	December 16			

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

## Fall 2016 Standard 15 Week Session

<b>Aug 25</b>	New Student Orientation
<b>Aug 28</b>	Registration deadline and last day to drop classes for full tuition refund - online (Aug 26 - in person)
<b>Aug 29</b>	Classes begin, Add and Drop Periods Begin
<b>Sep 5</b>	<b>Labor Day - college closed</b>
<b>Sep 6</b>	Last day for registered students to add a class
<b>Sep 7</b>	Convocation
<b>Sep 11</b>	Last day to drop classes and partial tuition refund
<b>Sep 16</b>	Constitution Day (observed) - classes in session
<b>Sep 26</b>	Last day to select audit option
<b>Oct 14</b>	<b>Professional Day</b>
<b>Oct 31</b>	<b>Advising day (classes in session)</b>
<b>Nov 1</b>	<b>Continuing Degree-Seeking Student Registration for Winter '16 Intersession and Spring '17 Semester</b>
	<b>Advising day (classes in session)</b>
<b>Nov 7</b>	Last day to select pass/fail option, last day to submit incomplete work from Spring '16 and Summer '16
<b>Nov 15</b>	New Student and Non Degree-Seeking Student Registration for Winter '16 Intersession and Spring '17 Semester, and last day to apply for spring graduation (May '17)
<b>Nov 23</b>	<b>College Open - No classes in session</b>
<b>Nov 24-27</b>	<b>Thanksgiving Recess</b>
<b>Dec 6 &amp; 9</b>	Reading/make-up days
<b>Dec 9</b>	Last Day to withdraw from classes
<b>Dec 16</b>	<b>Last Day of 15 Week Session</b>
<b>Dec 23</b>	Final grades due to Registrar's Office
<b>Dec 26</b>	<b>Christmas Day Observed - college closed</b>
<b>Dec 28</b>	Grades available on web