



Basic Accounting

ACC 100, 3 Credits
Wednesday 6:00 – 8:45pm – E221
August 29 – December 12
Sarah Stover, CPA
Office Hours: By Appointment

Contact

TRCC E-mail: SStover@threerivers.edu

Day Phone: (860) 892-1040

Evening & Weekend Phone: (860) 718-5892

Prerequisite

None

Required Materials

Textbook: None required

Homework Manager Code: Principles of Financial Accounting (Connect Access Card Only)

Edition: 23rd. Wild, Shaw & Chiappetta (Chapters 1-17) ISBN: 9781259687747

Hyperlink: <http://connect.mheducation.com/class/s-stover-fall-2018-wednesday-6pm>

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 for business finances 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

Quizzes

Weekly quizzes will be given at the start of each class to refresh on important material covered in the previous class. Arrive on time as these quizzes count toward your participation grade and no make-up quizzes are given. Quizzes are not collected so you are encouraged to correct your own quiz and use it as part of your study materials for exams.

Readings

Weekly readings are part of your grade and will be assigned through your Connect Access. These help guide you to the relevant portions of the text, provide learning exercises that reinforce the material and will be graded based on completion. 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. To receive credit, the readings and learning exercises must be completed prior to 6pm on the day of the next lecture.

Homework

Homework assignments are given through your required Connect Access. Homework assignments open immediately after the class lecture. You are expected to give the homework your best effort during the week immediately following the lecture and come to the next class with any questions. You then have until midnight of the following Wednesday to complete the homework. Unfinished homework will be submitted automatically on the due date for a grade. The due dates for completing the online homework are on the Connect website. Unlimited attempts are allowed for each assignment and you will receive credit for the highest attempt grade. This approach allows you to practice and get an excellent grade on the assignments. Homework assignments can only be done through Connect. Homework can be accessed after the due date for use as prep material for exams.

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. Participate includes: show up on time to every class; complete short quizzes at the start of class; 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 (including quizzes)	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.

Other Benefits

Academic Advising

You have the opportunity to meet with me during the semester for advisement on the selection of classes for the spring as well as any other advising questions you have, including change of degree plan, unofficial graduation audit, transfer questions, etc. Please reach out to me if you are interested in setting up a time to meet.

BASIC ACCOUNTING

COURSE OUTLINE

----- Homework -----

Week Date In Class Connect – Online Assignments Readings
(Due before next class)

1	August 29	Lecture	Quiz 1 (turn in Sept 5)	Chapter 1, part 1
2	September 5	Quiz 2 Lecture: Ch 1	Week 2 Homework (due Sept 19)	Chapter 1, part 2
3	September 12	Quiz 3 Lecture: Ch 1	Week 3 Homework (due Sept 26)	Chapter 2, part 1
4	September 19	Quiz 4 Lecture: Ch 2	Week 4 Homework (due Oct 3)	Chapter 2, part 2
5	September 26	Quiz 5 Lecture: Ch 2	Week 5 Homework (due Oct 10)	Exam Prep
6	October 3	Quiz 6 Exam 1		Chapters 8 & 6
7	October 10	Lecture: Ch 8, 6	Week 7 Homework (due Oct 24)	Chapters 9
8	October 17	Quiz 8 Lecture: Ch 9	Week 8 Homework (due Oct 31)	Chapter 10
9	October 24	Quiz 9 Lecture: Ch 10	Week 9 Homework (due Nov 7)	Chapters 11 & 14
10	October 31	Quiz 10 Lecture: Ch 11,14	Week 10 Homework (due Nov 14)	Exam Prep
11	November 7	Quiz 11 Exam Review	Review for Exam	Exam Prep
12	November 14	Quiz 12 Exam 2		Chapter 3
13	November 21	Flex Week	Makeup time	
14	November 28	Quiz 14 Lecture: Ch 3	Week 14 Homework (due Dec 12)	Chapters 4
15	December 5	Quiz 15 Lecture: Ch 4	Week 15 Homework (due Dec 19)	Exam Prep
16	December 12	Quiz 16 Exam 3	Complete Week 15 Homework	

Note: Additional problems and exercises may be assigned or modified on a weekly basis.
The Flex Week can be moved or modified at the professor's discretion.

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. To register, log on to your myCommnet account at <http://my.commnet.edu/> and follow the link to myCommnet Alert.

Sexual Assault, Stalking and Intimate Partner Violence on Campus

"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence and stalking."

Title IX Statement of Policy

"Title IX of the Education Amendments Act of 1972 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 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 educational programs and activities."

Please report student incidents to:

Maria Krug, Title IX Coordinator Office C131 860-215-9208

mkrug@trcc.commnet.edu 574 New London Turnpike, Norwich CT 06360

Fall 2018 Standard 15 Week Session

Aug 27	Registration deadline and last day to drop classes for full tuition refund
Aug 28	Classes begin, add and drop periods begin
Sep 3	Labor Day - college closed <i>and</i> last day for students to add a class - online (Aug 31 <u>in person</u>)
Sep 4-7	Welcome Week
Sep 10	Last day to drop classes and partial tuition refund
Sep 17	Constitution Day observed (classes in session)
Sep 21	Professional Day (classes in session)
Sep 25	Last day to select audit option
Oct 16	Reading Day
Nov 1	Continuing Degree-Seeking Student Registration for Winter '18 Intersession and Spring '19 Semester Advising day (classes in session)
Nov 5	Advising day (classes in session)
Nov 6	Last day to select pass/fail option, last day to submit incomplete work from Spring '18 and Summer '18
Nov 15	New Student and Non Degree-Seeking Student Registration for Winter '18 Intersession and Spring '19 Semester, and last day to apply for spring graduation (May '19)
Nov 21	College open - no classes in session
Nov 22-25	Thanksgiving recess
Dec 9	Last day to withdraw from classes - online (Dec 7 <u>in person</u>)
Dec 16	Last day of 15 Week Session
Dec 21	Final grades due to Registrar's office
Dec 24	Grades available on web
Dec 25	Christmas Day - college closed