NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX NO.</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td></td>
<td>Fall 2015</td>
<td>Fall 2016</td>
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<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
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<tbody>
<tr>
<td>Accounting Principles I</td>
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| PREREQUISITES: | ACC 100 or instructor permission |

DESCRIPTION:  

LEVEL I: This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements.

LEVEL II: Upon successful completion the student should be able to complete the following accounting functions:

1. Analyze and record general journal entries using the Double-Entry system of accounting.

2. Post from the journal to the ledger and compute individual account balances.

3. Analyze individual ledger accounts to prepare trial balance and worksheet.

4. Journalize the adjusting, closing, reversing entries and post to the proper accounts.

5. Summarize the accounting data in report form through the income statement, capital or retained earnings statement, and balance sheet.

6. Journalize in special journals and post to both general and subsidiary ledgers.

7. Compute due dates and interest for notes receivables and notes payable and journalize transactions involving notes payable and receivable.

8. Account for bad debts using the direct write off method and the allowance method including both the balance sheet and income statement approaches.

9. Utilize inventory valuation methods including LIFO and FIFO under both the periodic and perpetual systems.


MATERIALS (specifying those to be purchased by student): Dansby. Study Guide & Working Papers: College Accounting  
Accounting Principles Workbook  
Calculator

COLLATERAL READING: Readings from accounting magazines
CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.)

Academic Honesty: During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "F" on that work and will face further disciplinary action. Refer to the "Student Code Book" on "Academic Dishonesty".

Absences: Twenty percent will be the maximum allowed. There are no excused absences except those verified by other instructors or school officials for field trips or school related assignments.

Tardies: A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class. Makeup work may be allowed for 3 tardies at the discretion of the instructor.

Assigned Work: If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class. It is the student’s responsibility to retrieve all notes and assignments before the next scheduled class meeting.

Classroom Etiquette: An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate.

Testing: All missed tests will be placed in the Success Center and the student will have one week from the original test date to make it up. After one week the student receives a zero grade.

Disabilities Statement: Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs.

Student ID: It is mandatory that every student wear his or her student ID at all times. During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning. Then instructors are required to dismiss students without ID from class. The student may get his/her ID (or a temporary one or a new one from Student Services) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

RESOURCES (A-V, persons, tools/equipment):

Doc Cams
Handouts
COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and calendar or approximate length of time devoted to topic.

1. Basic Structure of Accounting 3 hours
2. Recording Business Transactions 4 hours
3. The Accounting Cycle 5 hours
4. Completion of the Accounting Cycle 3 hours
5. Cash and The Combined Journal 2 hours
6. Special Journals 2 hours
7. Worksheets 5 hours
8. Financial Statements, Closing Entries for a Merchandising Business 3 hours
9. Notes and Interest 4 hours
10. Bad Debts 4 hours
11. Accounting for Inventory 5 hours

LEARNING OUTCOMES/OBJECTIVES OF COURSE:

1. To give the student a basic understanding of the concepts and principles of accounting.
2. To teach the student the proper way of analyzing, recording, summarizing and reporting information.
3. To give the student a good understanding of the need and importance of a properly designed accounting system with good internal controls.

INSTRUCTIONAL METHODS TO COMPLETE LEARNING OUTCOMES/OBJECTIVES:

1. Lecture on each chapter.
2. Assignment of problems.
3. Review the completed problems.
4. Work sample problems in class.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

1. Check the assigned problems in class.
2. Give regular assigned tests.
COMPUTATIONS OF FINAL GRADE:

- Regular Test............................. 50%
- Homework & Quizzes.................... 30%
- Final Exam............................... 20%

As long as ALL work has been completed timely, the lowest test grade will be dropped.

GRADING SCALE:

- A = 100 - 93
- B = 92 - 85
- C = 74 - 77
- D = 76 - 69
- F = Below 69