



# INSTRUCTIONAL PACKAGE

ACC 101

Accounting Principles I

AY 2019-2020

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: AY 2019-2020

COURSE PREFIX: ACC 101

COURSE TITLE: Accounting Principles I

CONTACT HOURS: 3

CREDIT HOURS: 3

### **RATIONALE FOR THE COURSE:**

Accounting is an information system which measures business activity and communicates the results to users. Accounting is the “language of business”, and the better someone understands the language, the better equipped that person will be to make informed decisions about the business.

### **COURSE DESCRIPTION:**

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.

### **PREREQUISITES:**

( ( COMPASS Reading 65 or ACCUPLACER Reading Comp 056 or New ACCUPLACER Reading Comp 235 or COMPANION Reading 056 or SAT Critical Reading 380 or ACT Reading 14 or Multiple Measures English 1 or Credit level ENG 032 Minimum Grade of C\* or Credit level ENG 155 Minimum Grade of C or Credit level ENG 155 Minimum Grade of TC or Credit level ENG 100 Minimum Grade of C\* or Credit level ENG 101 Minimum Grade of C or Credit level ENG 101 Minimum Grade of TC) and ( COMPASS Pre-Algebra 40 or COMPASS Algebra 26 or ACCUPLACER Arithmetic 024 or ACCUPLACER Elementary Algebra 040 or SAT Mathematics 400 or New SAT Mathematics 350 or New ACCUPLACER Arithmetic 220 or New ACCUPLACER Adv Algebra 200 or ACT Math 15 or Multiple Measures Math 1 or Credit level MAT 032 Minimum Grade of C\* or Credit level MAT 155 Minimum Grade of C or Credit level MAT 155 Minimum Grade of TC or Credit level MAT 101 Minimum Grade of C or Credit level MAT 101 Minimum Grade of TC or Credit level MAT 102 Minimum Grade of C or Credit level MAT 102 Minimum Grade of TC) )

\***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

### **STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

## **Unit #1**

**Materials Covered:** Chapters 1, 2, 3, and 4

**\*Assessment(s):** Homework problems, comprehensive problem, unit test, quizzes

### **Learning Outcomes:**

1. Define & interpret the accounting equation and each of its components.
2. Describe an account and its use in recording transactions.
3. Define debits and credits and explain double-entry accounting.
4. Analyze the impact of transactions on accounts & financial statements.
5. Prepare and explain adjusting entries.
6. Explain and prepare an adjusted trial balance.
7. Prepare financial statements from an adjusted trial balance.
8. Describe and prepare closing entries.

## **Unit #2**

**Materials Covered:** Chapters 5 and 6

**\*Assessment(s):** Homework problems, unit test, quizzes

### **Learning Outcomes:**

1. Define merchandising activities and identify income components for a merchandising company.
2. Analyze and record transactions for merchandise purchases using a perpetual system.
3. Analyze and record transactions for merchandise sales using a perpetual system.
4. Define and prepare a multiple-step income statement.
5. Identify the items making up merchandise inventory.
6. Identify the costs of merchandise inventory.
7. Compute inventory in a perpetual system using the methods of specific identification, FIFO, LIFO, and weighted average.
8. Compute the lower of cost or market amount of inventory.

### **Unit #3**

**Materials Covered:** Chapters 8, 9, and 10

**\*Assessment(s):** Homework problems, unit test, quizzes

#### **Learning Outcomes:**

1. Define internal control and identify its purpose and principles.
2. Prepare a bank reconciliation.
3. Describe accounts receivable and how they occur and are recorded.
4. Apply the allowance method and estimate uncollectibles based on sales and accounts receivable.
5. Describe a note receivable, the computation of its maturity date, and the recording of its existence.
6. Record the honoring and dishonoring of a note and adjustments for interest.
7. Explain the cost principle for computing the cost of plant assets.
8. Compute and record depreciation using the straight-line, units-of production, and declining-balance methods. 9. Account for natural resources and intangible assets.

### **Unit #4**

**Materials Covered:** Chapters 11, 13, and 16

**\*Assessment(s):** Homework problems, unit test, comprehensive problem, quizzes

#### **Learning Outcomes:**

1. Describe current and long term liabilities and their characteristics.
2. Prepare entries to account for short term notes payable.
3. Compute and record employee payroll deductions and liabilities.
4. Compute and record employer payroll expenses and liabilities.
5. Explain how to account for contingent liabilities.
6. Record the issuance of corporate stock.
7. Record transactions involving cash dividends, stock dividends, and stock splits.
8. Record purchases and sales of treasury stock.
9. Prepare a statement of cash flows.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

**PART III: GRADING AND ASSESSMENT**

**EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

**Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.**

**EVALUATION OF REQUIRED COURSE ARTIFACTS:**

Tests	%
Assignments	%
Papers/Plans	%
Projects/Portfolios	%
Class Participation	%
Final Exam	%
<hr/>	
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

## **Effective Professional and Interpersonal Communication (EPIC)**

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:  
(Check all that apply.)

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

### **GRADING SYSTEM:**

The Business Department has a seven day grading policy. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 –

60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Business Department has a seven day grading policy. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (<http://www.hgtc.edu/academics/academiccalendars.html>). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## **Part V: Student Resources**



## The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.

## TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

**Phone:** 843-349-5340

**Email:** [techcentral@hgtc.edu](mailto:techcentral@hgtc.edu)

**Text:** 843-357-8552

**TECH Talk (Live Chat):** Located on the "Home" tab in WaveNet.

**Website:** [TECH Central Link](#)

### **Locations:**

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

## Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.



The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services:**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

### ***Title IX Requirements***

All students (as well as other persons) at Horry-Georgetown Technical College 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. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report

with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<p><b>Inquiries regarding the non-discrimination policies:</b></p>	
<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i>          Building 1100, Room 107A, Conway Campus          PO Box 261966, Conway, SC          29528-6066          843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a> _</p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i>          Building 200, Room 212A, Conway Campus          PO Box 261966, Conway, SC 29528-6066          843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>