



ACCT 1100 Financial Accounting I
COURSE SYLLABUS
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 4/3750
Class Location: Swainsboro Campus, Building 2, Room 2113
Class Meets: 8-10:15 T/R
CRN: 20112

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori Sweat
Office Location: Swainsboro Campus, Building 2, Room 2114
Office Hours: 7:15-8 am T/R, 1:30-5:15 T/R
Email Address: lsweat@southeasterntech.edu
Phone: 478-289-2223
Fax Number: 478-289-2276

REQUIRED TEXT

Accounting, 27th Edition, Chapters 1-9 Looseleaf bundled with working papers, Warren, Reeve, Duchac, Cengage Learning, 2018. ISBN 9781337455176

REQUIRED SUPPLIES & SOFTWARE

3-ring binder, pencils, click eraser, ruler. A pen should NEVER be used in this course.

COURSE DESCRIPTION

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship.

MAJOR COURSE COMPETENCIES

Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Accounting and the Role of Accounting in Business
2. Cash and Internal Controls
3. Accounting for a Service Business
4. Accounting for a Merchandising Business
5. Inventory Control
6. Methods of Accounting for Receivables

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

- Students are expected to come prepared for each class meeting, focused and ready to learn. This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- Students **MUST** wear their STC id; one free lanyard is provided in the student affairs division. Students may **NOT** enter the classroom without their student id visible. This is strictly enforced.
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified of a change in deadline.
- Homework will be collected for a grade. Homework assignments will not be graded after the due date; a zero will be assigned if homework is not submitted on the due date.
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.
- Please make every effort to be in class every day. However, if you are **SICK** and **CONTAGIOUS**, please do not come to class.
- Students are expected to complete all tests and other assignments on the dates specified on the attached lesson schedule.
- Students are expected to have all assignments (homework and other assignments) completed at the beginning of class on the date that it is due. No late submissions will be accepted; a zero will be recorded.
- Instructor reserves to modify the tentative lesson schedule attached to this syllabus with notice.

- Students should subscribe to remind.com for reminders from the instructor via email or text. Instructions will be provided to students.
- Students are responsible for policies and procedures included in the STC Catalog and must acknowledge this by signing the acknowledgement provided on the first day of class.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.) The 65% point for fall semester is Tuesday, October 24.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

If a student misses a test, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor on the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. If you send an email, please check for the instructor's response regarding if/when you will be able to make up the test. Failure to check your email for the response will be no excuse for missing the makeup test. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Please keep in mind that your instructor has to ask another instructor to administer the makeup test on the next day. If you do not contact instructor on the day of the missed test, you will receive a zero on the test, and there will be no opportunity to make up the test. Do not ask for an exception. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER.**

Unannounced quizzes or in-class assignments are subject to be given on any day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments. Please make every effort to be in class every day.

Assignment due dates are listed on the attached lesson plan. Students are expected to have the assignment completed at the beginning of class on the date that it is due.

Any zeros recorded will be included in the final score calculation.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Tests	70%
Final Exam	15%
Homework/In Class Assignments/Quizzes	15%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

SYLLABUS ADDENDUM

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
 - Attendance is taken daily at the beginning of class. Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are NO MAKEUPS.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.
- Please do not turn on or use the computers while class is being conducted unless requested by your instructor.
- EVERY DAY--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during a test, in particular, may result in an academic dishonesty policy violation being noted in your records.
- You may not use your cell phone or the computer as a calculator during an test. You will need to become familiar with the 10-key calculator provided in the classroom, or you may use your own calculator.
- No food or drinks are allowed in the classroom. Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do not bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should contact Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, hthomas@southeasterntech.edu to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.

- On test days, be considerate of others, and observe the following:
 - Enter the room quietly; your fellow classmates may be studying/preparing for the test.
 - Students will not be allowed to enter the classroom late on test days unless advance notice has been given to the instructor regarding an extenuating circumstance. Otherwise, if you are tardy, expect to receive a zero for the test, as you will not be allowed to enter the room late to disturb your fellow classmates. Coming to class late is disrespectful to your instructor and to your fellow classmates on any day, but particularly on a test day. All students deserve a quiet environment in which to test.
 - Always use a pencil; NEVER use a pen. Sharpen pencils BEFORE the test, NOT during the test.
 - Use the restroom BEFORE the test, NOT during unless there is an emergency. If you have a special need that will regularly require leaving the classroom during an test, please see the Special Needs section of the syllabus and follow the protocol to receive accommodations.
 - Clear your desk of all books, working papers, notebooks, etc. Working papers and scratch paper will be provided. You only need a pencil, erasers, calculator, and a straight edge. Having any other materials on your desk will be considered an academic dishonesty violation.
 - It should be silent during testing; any communication between students will be considered an academic dishonesty violation.
 - Raise your hand or come quietly to the instructor if you have a question during a test.
 - When you finish your test, you should quietly turn it in, return to your seat and begin reviewing the upcoming material. This is not a time for sleeping, to have conversations with your classmates, or to use the computer for other classwork. All students deserve a quiet environment in which to test.

ACCT 1100 Financial Accounting I

Fall Semester 2017 Lesson Plan

Assignments and Due Dates Subject to Change WITH NOTICE from Instructor

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 15	Chapter 1 Introduction to Accounting & Business	First day of class/Introduction to Course—Syllabi, Outline, Rules, Regulation Coverage Nature of Business & Accounting Generally Accepted Accounting Principles The Accounting Equation	Exercises start on page 37 in the text. Ex 1-4, 1-5, 1-6, 1-8	1 b,c
17	Chapter 1 Introduction to Accounting & Business	The Accounting Equation Business Transactions & The Accounting Equation	Exercises start on page 37 in the text. Ex 1-9, 1-11 Problems: Series A start on page 44 in the text. PR 1-1A	1 b,c
22	Chapter 1 Introduction to Accounting & Business	Financial Statements Financial Analysis & Interpretation: Ratio of Liabilities to Owner's Equity	Exercises start on page 37 in the text. Ex 1-16, 1-17, 1-18, 1-19, 1-22 Problems: Series A start on page 44 in the text. PR 1-2A, 1-3A (omit optional step 4), 1-4A	1 b,c
24	Chapter 1 Introduction to Accounting & Business	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 1 Test	1,3 b,c
29	Chapter 2 Analyzing Transactions	Using Accounts to Record Transactions Double-Entry Accounting System	Exercises start on page 90 in the text. Ex 2-4, 2-6, 2-7	1,3 b,c
31	Chapter 2 Analyzing Transactions	Journalizing & Posting to Accounts	Exercises start on page 90 in the text. Ex 2-9, 2-10, 2-11, 2-14	1,3 b,c
Sept 5	Chapter 2 Analyzing Transactions	Trial Balance Financial Analysis & Interpretation: Horizontal Analysis	Exercises start on page 90 in the text. Ex 2-15, 2-16, 2-23 Problems: Series A start on page 97 in the text. PR 2-1A, 2-2A, 2-3A	1,3 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
7	Chapter 2 Analyzing Transactions	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 2 Test	1,3 b,c
12	Chapter 3 The Adjusting Process	<ul style="list-style-type: none"> • Nature of the Adjusting Process • Adjusting Entries for Accruals 	Exercises start on page 141 in the text. EX 3-3, 3-4, 3-5, 3-6, 3-7	1,3 b,c
14	Chapter 3 The Adjusting Process	<ul style="list-style-type: none"> • Adjusting Entries for Deferrals • Summary of Adjusting Process 	Exercises start on page 141 in the text. EX 3-9, 3-11, 3-12, 3-13, 3-14, 3-18, 3-19, 3-20	1,3 b,c
19	Chapter 3 The Adjusting Process	<ul style="list-style-type: none"> • Adjusting Trial Balance • Financial Analysis & Interpretation: Vertical Analysis 	Problems: Series A start on page 148 in the text. PR 3-1A, 3-2A, 3-5A	1,3 b,c
21	Chapter 3 The Adjusting Process	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 3 Test	1,3 b,c
26	Chapter 4 Completing the Accounting Cycle	<ul style="list-style-type: none"> • Flow of Accounting Information • Financial Statements 	Exercises start on page 206 in the text. EX 4-1, 4-2, 4-3, 4-6, 4-8, 4-10	1,3 b,c
28	Chapter 4 Completing the Accounting Cycle	<ul style="list-style-type: none"> • Closing Entries • Accounting Cycle • Fiscal Year 	Exercises start on page 206 in the text. EX 4-14, 4-15, 4-17, 4-18, 4-20	1,3 b,c
Oct 3	Chapter 4 Completing the Accounting Cycle	<ul style="list-style-type: none"> • Financial Analysis & Interpretation: Working Capital and Current Ratio • Reversing Entries 	Exercises start on page 206 in the text. EX 4-21, 4-22 Problems: Series A start on page 215 in the text. PR 4-5A	1,3 b,c
5	Chapter 4 Completing the Accounting Cycle	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 4 Test	1,3 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
10	Chapter 5 Accounting Systems Chapter 6 Accounting for Merchandising Businesses	Basic Accounting Systems Manual Accounting Systems (discuss; no hw or test on Ch 5) <ul style="list-style-type: none"> Nature of Merchandising Businesses Merchandising Transactions 	Exercises start on page 322 in the text. EX 6-1, 6-2, 6-4, 6-5, 6-6, 6-7	1,4 b,c
12	Chapter 6 Accounting for Merchandising Businesses	<ul style="list-style-type: none"> Merchandising Transactions The Adjusting Process Financial Statements for a Merchandising Business 	Exercises start on page 322 in the text. EX 6-8, 6-9, 6-12, 6-13, 6-14, 6-15, 6-16, 6-17, 6-18	1,4 b,c
17	Chapter 6 Accounting for Merchandising Businesses	<ul style="list-style-type: none"> Financial Analysis and Interpretation: Asset Turnover The Periodic Inventory System 	Exercises start on page 322 in the text. EX 6-23, 6-24, 6-28, 6-29, 6-30, 6-31, 6-32 Problems: Series A start on page 330 in the text. PR 6-1A, 6-2A	1,4 b,c
19	Chapter 6 Accounting for Merchandising Businesses	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 6 Test	1,4 b,c
		Note: Students who withdraw on or before Tuesday, October 24 receive a grade of "W"		
24	Chapter 7 Inventories	<ul style="list-style-type: none"> Control of Inventory Inventory Cost Flow Assumptions Inventory Costing Under a Perpetual Inventory System 	Exercises start on page 378 in the text. EX 7-2, 7-3, 7-4, 7-5, 7-6, 7-7, 7-8	1,5 b,c
26	Chapter 7 Inventories	<ul style="list-style-type: none"> Inventory Costing Under a Periodic Inventory System Reporting Merchandise Inventory in the Financial Statements Financial Analysis & Interpretation: Inventory Turnover 7 Days' Sales in Inventory Estimating Inventory Cost 	Exercises start on page 378 in the text. EX 7-12, 7-13, 7-14, 7-15, 7-17, 7-20 Problems: Series A start on page 384 in the text. PR 7-1A, 7-2A. 7-3A	1,5 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
31	Chapter 7 Inventories	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 7 Test	1,5 b,c
Nov 2	Chapter 8 Internal Control & Cash	<ul style="list-style-type: none"> • Internal Control • Cash Control Over Receipts & Payments • Bank Accounts 	Exercises start on page 424 in the text. EX 8-2, 8-11, 8-12, 8-13	1,2 b,c
7	Chapter 8 Internal Control & Cash	<ul style="list-style-type: none"> • Bank Reconciliation • Special-Purpose Cash Funds • Financial Reporting of Cash • Financial Analysis & Interpretation: Ratio of Cash to Monthly Cash Expenses 	Exercises start on page 424 in the text. EX 8-16, 8-18, 8-19, 8-20, 8-24, 8-26, 8-27 Problems: Series A start on page 430 in the text. PR 8-3A, 8-4A, 8-5A	1,2 b,c
9	Chapter 8 Internal Control & Cash	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 8 Test	1,2 b,c
14	Chapter 9 Receivables	<ul style="list-style-type: none"> • Classification of Receivables • Uncollectible Receivables • Direct Write-off Method for Uncollectible Accounts • Allowance Method for Uncollectible Accounts 	Exercises start on page 468 in the text. EX 9-3, 9-4, 9-5, 9-6, 9-7, 9-9, 9-10, 9-11	1,6 b,c
16	Chapter 9 Receivables	<ul style="list-style-type: none"> • Comparing Direct Write-off and Allowance Methods • Notes Receivable • Reporting Receivables on the Balance Sheet • Financial Analysis & Intepretation: Accounts Receivable Turnover & Days' Sales in Receivables. 	Exercises start on page 468 in the text. EX 9-19, 9-20, 9-22, 9-23, 9-25, 9-27, 9-27 Problems: Series A start on page 476 in the text. PR 9-2A, 9-3A, 9-4A	1,6 b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
21	Chapter 9 Receivables	BRIEF-homework checkoff and question/answer time. All homework assignments are due at the beginning of class.	Chapter 9 Test	1,6 b,c
22-26		Thanksgiving Holidays; STC closed		1,6 b,c
28	Chapters 1-9		Final Exam	1,2,3,4,5,6 b,c

Competency Areas:

1. Accounting and the Role of Accounting in Business
2. Cash and Internal Controls
3. Accounting for a Service Business
4. Accounting for a Merchandising Business
5. Inventory Control
6. Methods of Accounting for Receivables

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.