

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: ACC	PREFIX NO. 112	EFFECTIVE DATE January 2007	NEXT REVIEW DATE January 2008		
TITLE: Organizational Accounting		CREDITS 3	CONTACTS		
			CLASS	LAB	TOTAL
			3	0	3

PREREQUISITES: ACC 101 or ACC 111 with a grade of "C" or better.

DESCRIPTION: Level I: This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization.

TEXTBOOK(S) OR ALTERNATIVE: College Accounting, by Dansby, 4th ed.

MATERIALS (specifying those to be purchased by student):
Working Papers: College Accounting, Chapters 1-18, 4th ed.

COLLATERAL READING: Occasional 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 face further disciplinary action. Refer to the "Student Code Book" on "Academic Dishonesty".

ABSENCES: Twenty percent will be the maximum number allowed. After the first two there will be no curve as related to the grades but after this number the student is required to have a conference with his/her advisor and guidance counselor on their first day back at school. There are no excused absences except those verified by other instructors for field trips or school related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

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. Any student who is tardy more than eight times will be dropped from the class.

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.

CLASSROOM ETIQUETTE: An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also towards 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: Test will be given at scheduled intervals. A doctor's excuse will allow the student to make up a missed test without penalty if the instructor is notified in advance. A make up test may be given at the discretion of the instructor, but a penalty of 10 points will be assessed without a doctor's excuse.

HOMEWORK: Assigned work will be checked each day.

DISABILITIES STATEMENT: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

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 new one from Student Services for \$3.00) 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):

Overhead projector with transparency masters
Video cassettes
Speakers

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

- I. Worksheet for a Merchandising Business
- II. Financial Statements for a Merchandising Business

COURSE TOPICAL OUTLINE: (Continued)

III. Adjusting and Closing Entries for a Merchandising Business

IV. Accounting for Payroll

OBJECTIVES OF COURSE:

1. To give the student a basic understanding of accounting for a merchandising business.
2. To give the student a basic understanding in the preparation of payroll.
3. To give the student a basic understanding of accounting for plant assets and depreciation.
4. To give the student a basic understanding of accounting for partnerships and corporations.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

1. Lecture on each chapter.
2. Assignment of problems.
3. Review the completed problems with the use of transparencies and overhead projector.
4. Work sample problems on board.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

1. Check the assigned problems
2. Ask individual questions
3. Give regular assigned tests
4. Pop tests may be given

GRADING SCALE:

90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
Below 60 = F

COMPUTATION OF FINAL GRADE

Tests = 95%
Homework = 5%