

# Course Expectations Letter

**Subject:** Accounting 90 - Introduction to Accounting

**E-Mail Contact Information:**

[mbaker@riohondo.edu](mailto:mbaker@riohondo.edu)

**Catalog Course Description:**

This course provides basic knowledge of accounting terms, concepts, and procedures for a sole proprietorship form of business. Topics include the analysis and recording of business transactions for service and merchandising firms, and the preparation of simple financial statements. Accounting for cash, sales, purchases, payroll, and the end-of-the-year procedures is presented. This course is designed for the occupationally-oriented students or those preparing for Financial Accounting and Computerized Accounting.

**Student Learning Outcomes:**

1. Recognize the effects of business transactions on the accounting equation
2. Recognize and apply concepts and procedures of a double entry accounting system
3. Analyze business transactions and record debits and credits in a general journal
4. Prepare financial statements from the trial balance
5. Complete the accounting cycle for a service-oriented business

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in [BP 5500 \(Standards of Conduct\)](#) and [AP 5520 \(Student Conduct Procedures\)](#) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

**Textbook:** Please consult the Bookstore for information at (562) 463-7345 or go to

[Rio Hondo College Online Bookstore](#)

**This course will include regular instructor student contact. Methods of regular instructor student contact include:**

- Canvas Announcements
- Email
- Weekly Online Real Time Meetings:
- Online Discussion Forums
- Phone and Chat - to be arranged in advance

The instructor will contact students regularly regarding assignments and class content as well as to verify your progress, participation, and performance. The instructor will send announcements from Canvas and through email. Both should be checked on a daily basis.

Weekly group online chapter meeting using "CCC-Confer," a Blackboard Collaborate service provide by the California Community College's Chancellor's Office will also be held. Online meeting dates and times are included in the course assignment schedule that will be email to students as well as posted to Canvas. Students should let the instructor know if they will be unable to attend on online session. Video lectures and archived CCC Confer meetings may be viewed by students.

***The instructor may drop you for non-participation.***

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientations can be found at: <http://www.riohondo.edu/canvas-orientation/>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

*Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.*