

# Course Expectations Letter

**Subject:** Introduction to Accounting ACCT 100

**E-Mail Contact Information:**

[MRedinger@riohondo.edu](mailto:MRedinger@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:**

Upon completion of this course, students should be able to:

1. Recognize the effects of business transactions to 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:**

\*Weekly announcements \*Weekly e-mails, \*Discussion board, \*Online meetings and/or conferences

\*\*Weekly announcements will be posted on Canvas as well as sent via e-mail; therefore, please ensure your e-mail address in Canvas is correct. (Under tools, click on Personal Information, click Edit Personal Information to view the e-mail address on record).

\*\*\*The instructor will also request to have your phone # and may call you during the semester to address your progress, participation, and performance.

The instructor responds to e-mail within 24-48 hours of receipt (excluding weekends).

Online conference medias such as CCC Confer and/or Skype may be used for conference calls and online meetings.

***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.*