AOT 137
OFFICE ACCOUNTING

Course Description
This course introduces the basic concepts of information processing. Prerequisite: AOT 105 or instructor approval.

Course Focus
An introduction of basic accounting principles.

Text and References

Course Goals
The list of course goals is part of the course. These goals relate to the performance objectives. (*designates a CRUCIAL goal)
1. Explain generally accepted accounting principles
2. State accounting equation
*3 Analyze business transaction effects
4. Prepare four financial statements
*5 Define credits
*6 Define debits
7. Identify basic steps in recording process
8. Prepare a trial balance financial statement
*9 Elucidate posting in the recording process
10. Elucidate the accounting process in a journal
11. Elucidate the recording process in a ledger
12. State accounting cycle required steps
*13 Describe adjusting entries purpose
14. Explain reasons for using adjusting entries
15. Identify adjusting entry types
16. Organize adjusting entries
17. Correct entry mistakes
*18 Document accounts payable entries
*19 Document accounts receivable entries
20. Prepare a worksheet
21. Create a classified balance sheet
22. Indicate inventory errors on financial statements
23. Organize a post-closing trial balance
*24 Compute gross profit
25. Close the books
26. Compute inventory turnover ratio
27. Contrast multi-step and single-step income statement
28. Contrast service and merchandising companies
29. Delineate merchandising accounting cycle
30. Identify information system concepts
31. Post entry in a multi-column journal
32. Record perpetual inventory purchases
33. Use inventory cost flow method
34. Define internal control
35. Delineate internal control principles
36. Determine inventory quantities
37. Investigate subsidiary ledger purpose
*38 Journalize entries in a special journal
39. Record sales
40. Apply internal control principles to cash
41. Compute weekly payroll
42. Operate a petty cash fund
43. Organize bank reconciliation
44. Record employer payroll taxes
45. Write checks

Student Contributions
Students will spend at least three hours a week outside of class.

Course Evaluation
The final grade will be determined by the following:

<table>
<thead>
<tr>
<th></th>
<th>20 points each</th>
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<tbody>
<tr>
<td>Ten Chapter Tests</td>
<td></td>
<td>200 points</td>
</tr>
<tr>
<td>Two Major Projects</td>
<td>300 points each</td>
<td>600 points</td>
</tr>
<tr>
<td>Final Project</td>
<td>200 points</td>
<td>200 points</td>
</tr>
</tbody>
</table>

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>900 - 100</td>
<td>A</td>
</tr>
<tr>
<td>800 - 899</td>
<td>B</td>
</tr>
<tr>
<td>700 - 799</td>
<td>C</td>
</tr>
<tr>
<td>600 - 699</td>
<td>D</td>
</tr>
<tr>
<td>Below 599</td>
<td>F</td>
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</tbody>
</table>

Approved by: Kenneth Flick
Developed/Revised: 8/15/2013
Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure provide in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester are drop from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

- When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance
- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception documented at the time the allowed absences occur.

Absences count from the first day of class. There are no "excused" absences. All absences count, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, college is closed. Notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS
TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

**Emergency Text Message Alert**
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)