



HLC Accreditation Evidence

- **Course Syllabus**
Excerpt featuring: **Institutional Policies**
Section

URL:

Office of Origin:

- Vice President of Instruction

Contact(s):

- Vice President of Instruction

ACCT 1602 General Accounting 10041 1

FALL 2022 Section 1 3 Credits 08/17/2022 to 12/08/2022

Meeting Times

Monday and Wednesday

11:00 a.m. - 12:20 p.m.

T103

This class will meet face-to-face. Zoom will only be used for students that have approved it with the instructor in advance.

Contact Information

Kathy Boeger

Instructor/Coordinator Business/Accounting

****Please use the Canvas messaging system (inbox) to contact me about course information and questions.****

Course Description

General Accounting includes the theory and practice associated with double-entry accounting. Special emphasis is placed on the accounting cycle, accounting for control of cash, the voucher system, and payroll accounting.

(General Accounting cannot be substituted for Accounting I.)

Prerequisite(s)

None

Course As Viewed In The Total Curriculum

Accounting is the language of business. Students seeking an associate degree in an area of specialization, e.g., auto mechanics, who may or may not go into business for themselves, find it to their advantage to have a working knowledge of the vocabulary of business and the basic principles and practices associated with business record keeping. Still others, seeking an undergraduate degree in business, by choice enroll in general accounting as a background for the courses that follow in the accounting sequence. General Accounting cannot be substituted for Accounting I in programs requiring Accounting I.

The transferability of all courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

Academic Integrity

Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of teaching and learning. Students are the authors of submitted work and shall give credit to outside sources and other's work or ideas.

In all aspects undertaken by students, faculty, staff, and all other stakeholders of Barton Community College, the following pledge applies: On my honor as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others.

Acts of academic dishonesty, intended or unintended, are subject to Procedure 2502 [Academic Integrity](#) and may result in the grade of XF. Barton defines an XF grade as failure as a result of a violation of Academic Integrity.

Disability Services

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu

Student Code of Conduct

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Civil Rights Equity & Title IX

Barton Community College adheres to all federal and state civil rights laws, including Title IX, banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of many protected categories. Please refer to the entire policy at the link below.

Title IX protects against discrimination on the basis of sex, gender, sexual orientation, gender identity, including discrimination due to all forms of sexual harassment and sexual misconduct.

Annually, all enrolled students are provided the opportunity to participate in online Title IX training. The training link is sent to the student's Barton issued email account generally within the first month of enrollment.

Barton's Civil Rights Equity Policy (Policy 1132) is found at: https://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf (https://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf).

Problem Resolution

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate college staff. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed upon, they can express their concern through the problem resolution procedure. No student will be penalized for using the problem resolution procedure, or for voicing a complaint in a timely and business-like manner. Students are directed to the procedure linked below and are advised to pay attention to the limitations of the procedure and the strict adherence to timelines noted.

https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf (https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf).