HIGHLAND COMMUNITY COLLEGE

Syllabus

BUS103 Accounting I
3 Credit Hours (Lecture)
Prerequisites: None
C&I Revision Date: 10/13/2025

Department:

Business

Course Description:

The recording, classification, and analysis of economic transactions of the sole proprietorship form of business ownership are the focus of the course. The student will analyze transactions, use journals and ledgers, prepare financial statements, and summarize results at the close of the fiscal period.

Course Competencies:

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course as approved by the Kansas Board of Regents when taken in addition to HCC's BUS 105 Accounting II. **(Kansas Regents Shared Number Course and Title: KRSN Course ACC 1010 Financial Accounting.)**

Upon completion of the course, the student should be able to:

1. Demonstrate the effects of transactions and economic events on the financial statements in corporations and other business entities.
2. Prepare the fundamental financial statements per US GAAP.
3. Evaluate business decisions in an ethical and conceptual context.
4. Describe the importance of accounting systems and internal controls.

Course Content:

A. Introduction to Accounting and Business.
B. Analyzing Transactions.
C. The Adjusting Process.
D. Completing the Accounting Cycle.
E. Accounting for Merchandising Businesses.
F. Inventories.
G. Sarbanes-Oxley, Internal Control, and Cash.
H. Receivables.
I. Fixed Assets and Intangible Assets.

Learning Assessments:

Competencies may be evaluated by multiple measures, including written examinations and problems over material covered during the semester.

Instructional Materials:

Textbook: Warren, C. S., Reeve, J. M., Duchac, J. (2016). *Accounting,* (26th ed.). ISBN-13: 978-1285743615

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our Disability Services website.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an online report about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our Equity Grievance Policy.