

**Institutional**  
**Articulation Agreement**  
**Articulation Articles of Agreement**  
**Between**  
**Postville High School**  
**and**  
**Northeast Iowa Community College**

**I. Statement of Purpose**

The purpose of this articulation agreement is to provide a mechanism that will enable students enrolled in career and technical and/or applied academic high school courses to transfer to Northeast Iowa Community College and receive college credit for competencies achieved.

**II. Criteria for Receiving Articulated Credit at Northeast Iowa Community College:**

1. School district has a signed course articulation agreement with Northeast Iowa Community College.
2. For high school students to receive articulated credit:
  1. An official high school transcript and a Request for Articulated Credit Form must be provided to the NICC Registrar.
  2. Students must attend NICC within 12 months of high school graduation to be eligible for articulated credit.
  3. Credit will be entered on a NICC transcript after the student has accumulated 12 NICC credits post high school or GED.
  4. Articulated credit is given for NICC career and technical program classes, not 4-year college transfer courses.
  5. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements.

**III. Recording of Credit**

Credit(s) for articulated high school courses will be recorded on the college transcript as transfer coursework with the total hours earned. The grade is not recorded and will not be used in computing the student's cumulative college or program GPA.

**IV. Cost**

There will not be a charge for college credit awarded through this agreement.

**V. Admission to the Program**

Students completing the requirements outlined in this agreement will be considered for program entrance on the same basis as any other applicant.

**VII. Termination of Agreement**

This agreement will be renewed annually and is valid July 1, 2013- June 30, 2018. This agreement becomes null and void upon termination of the secondary/postsecondary program.

High School Course: Accounting I

NICC Course: ACC:115

High School Instructor: Dara Knudtson

NICC Requirements: Grade of C- or better

High School Course: \_\_\_\_\_

NICC Course: \_\_\_\_\_

High School Instructor: \_\_\_\_\_

NICC Requirements: Grade of C- or better

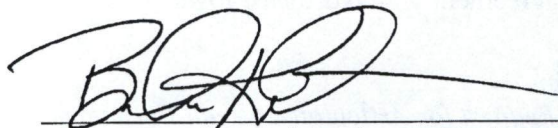
High School Course: \_\_\_\_\_

NICC Course: \_\_\_\_\_

High School Instructor: \_\_\_\_\_

NICC Requirements: Grade of C- or better

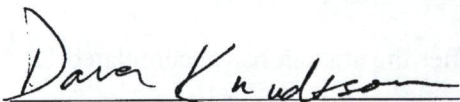
Approval Signatures



12-19-13

(Signature of Superintendent or Designee)

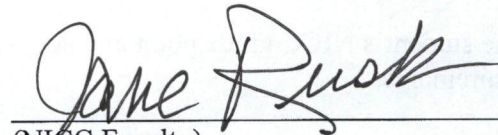
Date



12-19-13

(Signature of High School Instructor)

Date



1-10/14

(NICC Faculty)

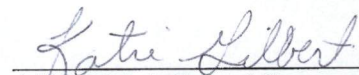
Date



1/9/14

(NICC Department Dean)

Date



1/21/14

(NICC High School Partnerships)

Date

# Course Syllabus

**Common Course Number and Name:** Accounting I

**Semester:** 1<sup>st</sup> and 2<sup>nd</sup> semester

**Classroom & Class Time:** Room 102

Instructor Info

**Name:** Dara Knudtson

**Phone:** 563-864-7651 Ext 417

**Email Address:** dknudtson@postville.k12.ia.us

**Office:** Postville

**Office Hours:** 8:00am - 12:41pm

*(Faculty Bio. optional)*

## Course Description:

Basic accounting principles are presented to introduce beginning students to fundamental accounting concepts. The accounting cycle of journalizing transactions, posting, adjusting and closing entries as well as the preparation of financial statements is emphasized for service and merchandising concerns. The scope and depth of accounting concepts discussed are aimed at non-accounting majors.

## Course Objectives: UNIT OBJECTIVES:

### Unit One Objectives

At the end of this unit, the student will be able to:

- 1.1 Tell the function of accounting and the nature and purpose of the information it provides.
- 1.2 Describe the purpose of a balance sheet and of an income statement and tell the kinds of information presented in each.
- 1.3 Explain the differences between a single, proprietorship, a partnership, and a corporation.
- 1.4 Prepare simple financial statements.

### Unit Two Objectives

At the end of this unit, the student will be able to:

- 2.1 Explain the mechanics of double-entry accounting and tell why transactions are recorded with equal debit and credits.
- 2.2 State the rules of debit and credit and apply the rules in recording transactions.
- 2.3 Tell the normal balance of any asset, liability, or owner's equity account.
- 2.4 Record transactions in the General Journal, post to the ledger accounts, and prepare a trial balance to test the accuracy of the recording and posting.

Course Info

### **Unit Three Objectives**

At the end of this unit, the student will be able to:

- 3.1 Explain why the life of a business is divided into accounting periods of equal length and why the accounts of a business must be adjusted at the end of the accounting period.
- 3.2 Prepare adjusting entries for prepaid expenses, accrued expenses, earned revenues, accrued revenues, and depreciation.
- 3.3 Explain the difference between the cash and accrual basis of accounting.
- 3.4 Prepare entries to record cash receipts and cash disbursements of items that were recorded at the end of the previous period as accrued revenues and accrued expenses.
- 3.5 Define each asset and liability classification appearing on a balance sheet, classify balance sheet items, and prepare a classified balance sheet.

### **Unit Four Objectives**

At the end of this unit, the student will be able to:

- 4.1 Explain why a work sheet is prepared and be able to prepare a work sheet.
- 4.2 Explain why it is necessary to close the revenue and expense accounts at the end of each accounting period.
- 4.3 Prepare entries to close the temporary accounts of a business.
- 4.4 Prepare a post-closing trail balance to test the accuracy of the end-of-period adjusting and closing procedures.
- 4.5 List the steps in the accounting cycle in the order in which they are completed.

### **Unit Five Objectives**

At the end of this unit, the student will be able to:

- 5.1 Analyze and record transactions that involve the purchase and resale of merchandise.
- 5.2 Explain the nature of each item entering into the calculation of cost of goods sold and be able to calculate cost of goods sold and gross profit from sales.
- 5.3 Prepare a work sheet and the financial statements for a merchandising business using a periodic inventory system.
- 5.4 Prepare adjusting and closing entries for a merchandising business.

## Unit Six Objectives

At the end of this unit, the student will be able to:

- 6.1 Explain how columnar journals save posting labor.
- 6.2 State what type of transaction is recorded in each column or journal described.
- 6.3 Explain how a controlling account and its subsidiary ledger operate and give the rule for posting to subsidiary ledger and its controlling account.
- 6.4 Record transactions in and post from the columnar journals described.
- 6.5 Explain how the accuracy of the account balances in the Accounts Receivable and Accounts Payable Ledgers is proved and be able to make such proof.

## Unit Seven Objectives

At the end of this unit, the student will be able to:

- 7.1 Explain why internal control procedures are needed in a business and state the broad principles of internal control.
- 7.2 Describe internal control procedures to protect cash received from cash sales, cash received through the mail, and cash disbursements.
- 7.3 Explain the operation of a petty cash fund and be able to make entries to establish and reimburse a petty cash fund.
- 7.4 Explain why the bank balance and the book balance of cash are reconciled and be able to prepare such a reconciliation.
- 7.5 Tell how recording invoices at net amounts helps gain control over cash discounts taken and be able to account for invoices recorded at net amounts.
- 7.6 Explain the use of the Voucher System, including the use of a voucher, Voucher Register, and Check Register, and its role in strengthening internal control.

### Required Materials:

(Including textbook and any other materials or supplies required for the class)

Calculator  
#2 Pencil  
Textbook  
Workbook

**Assignments:** Students will complete the Work Together, On Your Own, Application and Mastery problems for each Chapter.

**Methods of Assessment:** Formative assessments via workbook and Summative Chapter tests.

## Grading Scale and

<b>Procedures:</b>	A 94-100%
	A- 90-93%
	B+ 87-89%
	B 84-86%
	B- 80-83%
	C+ 77-79%
	C 74-76%
	C- 70-73%
	D+ 67-69%
	D 64-66%
	D- 60-63%
	F 50-59%

**Methods of delivery:** Lectures, discussion, small group discussion, and audiovisual materials will be used to present the subject matter.

**Course Calendar:** N/A

### Course Policies

**Attendance/ Participation:** Daily attendance is vital to keeping up with course material. It is your responsibility to ask for any missed assignments.

**Academic Dishonesty**  
Definition and Consequences  
Will result in a zero on the assignment.

**Late Work:** Late work will be accepted anytime within each 9-week quarter for full credit.

**Missing Assignments:** Missing assignments will be accepted anytime within each 9-week quarter for full credit.

**Makeup Testing:** Work with instructor on a time to makeup tests.

### Classroom Conduct

**Cell Phone/Text Messaging Use:** Not allowed in class.

**Laptop Use:** Used for in class work.

**Tape Recording:** N/A

**Behavior:** Ask questions. Be willing to learn. Be polite and respectful to all people in the classroom. Do not disturb or hinder others from learning or teaching.  
Students are responsible to know college Conduct Policies/ Procedures in the Student Handbook

**Emergency Procedures:** In case of Fire exit classroom and turn left. Exit main doors and meet at the sidewalk. In case of Tornado proceed to girls bathroom.

## Disclaimer:

*(Example: Faculty choosing to list activities to course calendar, such as chapters covered, field trips, test, quizzes, etc., need a disclaimer on their course syllabus. This disclaimer should state that because of illness/death in family, weather conditions, power outages, etc., the course calendar is a guide for activities and subject to change.)*

## Accommodation Policy:

The Americans with Disabilities Act (ADA) provides protection from illegal discrimination for qualified students with disabilities. Northeast Iowa Community College is committed to the equal provision of education for all students. Any student who needs instructional accommodation because of physical or learning disability is encouraged to contact the Coordinator of Disability Services, Peosta Campus, at 563-556-5110 or 1-800-728-7367, ext. 280, or Calmar Campus, at 563-562-3263 or 1-800-728-2256, ext. 258.