

COURSE OUTLINE

**Accounting 110
Basic Accounting I**

Catalog Statement

ACCTG 110 is an introductory course in bookkeeping including study of the accounting equation, the theory of debit and credit, accounting devices, working papers and business forms, and the preparation of balance sheets and income statements.

Total Lecture Units: 4.0

Total Laboratory Units: 0.0

Total Course Units: 4.0

Total Lecture Hours: 64.0

Total Laboratory Hours: 0.0

Total Laboratory Hours to Be Arranged: 0.0

Total Faculty Contact Hours: 64.0

Prerequisite: None.

Note: This course is suitable for students to prepare for ACCTG 101 and for those interested in financial recordkeeping for small business. No credit will be awarded for ACCTG 110 if taken concurrently with ACCTG 101 or after completion of ACCTG 101 or ACCTG 102.

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:
N/A

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- describe the techniques of bookkeeping, including the use of the basic accounting equation as a foundation for accounting records;
- demonstrate the use of journals and ledgers and the preparation of balance sheets and income statements;
- demonstrate accounting techniques as a basis for business decision making e.g. journal entries, balance sheet, income statement analysis

Course Content

The Nature of Business Accounting (**4 Hours**)
Meaning and purpose of accounting

Total Contact Hours = 64.0

- Professional opportunities within the accounting field
- Essential elements of the accounting equation
- The Accounting Process and Related Reports (7 Hours)**
 - Standard business transactions
 - Relationship of various types of accounts to the fundamental accounting equation
 - Procedures of journalizing and posting business transactions in journals and ledgers
 - Purpose of financial statements; balance sheet; income statement
 - Special Journals: Sales, Cash Receipts, Purchases, Cash Disbursements
- Accounting for Cash (7 Hours)**
 - Essential terms involved with accounting for cash
 - Change fund and cash short and over
 - Explain the use of a petty cash fund and apply the principles of establishing, operating, and reimbursing the fund
 - Identify and utilize the forms concerned with banking procedures and bank accounts
- Accounting for Payrolls and Taxes (7 Hours)**
 - Employer-employee relationship
 - Compensation Types
 - Gross earnings, total deductions, and net pay
 - Payroll taxes
 - Necessary accounting records pertinent to payroll and payroll taxes
- Accounting Cycle for a Merchandising Enterprise (7 Hours)**
 - Purchased sales of documents
 - Merchandise cost of goods sold
 - Entries in a purchase journal and a sales journal
 - Cash versus accrual basis of accounting
 - Work sheet, a balance sheet, and an income statement of a merchandising enterprise
 - Journalize and post adjusting and closing entries
 - Post-closing trial balance
- Systemization and Automation of the Accounting Process (7 Hours)**
 - Voucher system, voucher register and check register
 - Understand and appreciate basic concepts of automated data processing systems
- Accounting for Interest (7 Hours)**
 - Use of credit instruments
 - Interest on notes receivable and notes payable
 - Transactions related to notes receivable and payable
- Accounting for Inventory, Prepaid Expenses, and Accrued Items (7 Hours)**
 - Inventory-costing methods.
 - Accounting procedures related to prepaid expenses and accrued items
 - Asset method and the expense method of accounting for prepaid items
- Accounting for Tangible Long-Lived Assets (4 Hours)**
 - Classify long-lived assets.
 - Calculate methods of depreciation.
 - Compare methods of asset valuation.
 - Journalize entries involving depreciation and disposition of long-lived assets
- Practice Set Completion (7 Hours)**

Methods of Instruction

The following instructional methodologies may be used in the course:

- classroom lecture and discussion on the covered chapter subjects;
- online materials and activities such as researching interest calculations, corporate policies, and employment opportunities in the accounting field using the Internet and library resources.

Out of Class Assignments

The following out of class assignments may be used in the course:

- reading assignments from each chapter to introduce each covered subject (e.g. cash, debits, and credits, interest and the accounting cycle);
- homework assignments from each chapter to reinforce the covered subject matter and concepts outlined in each section of the chapters, (e.g. inventory, assets, and liabilities, recording Journal entries, posting to General Ledger, etc.).

Methods of Evaluation

The following methods of evaluation may be used in the course:

- midterm examination;
- final examination.

Textbook

Price, John Ellis., and M. David. Haddock. *College Accounting*. 14th ed. New York: McGraw-Hill, 2015. Print.
10th Grade Textbook Reading Level. ISBN 978-0077639914

Student Learning Objectives

Upon successful completion of the required coursework, the student will be able to:

- learn the use of journals and ledgers and the preparation of balance sheets and income statements;
- apply basic bookkeeping techniques as a basis for business decision making.