

LAST REVIEW: 2008-2009

NEXT REVIEW: 2012-13

STATUS: A

COURSE TITLE: Accounting Survey

COMMON COURSE NUMBER: ACG 1003

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: **48**

Lab:

Clinic:

Other:

PREREQUISITE(S): MTB 1103 (suggested)

COREQUISITE(S): None

PRE/COREQUISITE(S): None

COURSE DESCRIPTION *(750 characters, maximum):*

Instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. Attention is given to journalizing, posting, preparing the trial balance and financial statements. Procedures for handling petty cash, bank deposits and withdrawals, payroll, business tax reports, and special journals are included. This course is primarily for the non-accounting major or for those who need additional background prior to taking ACG 2001, Principles of Accounting I. Supplementary review and practice in applying accounting principles is available through usage of computer assisted instructional software.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

- 1. Analyzing Business Transactions**
- 2. Accounting Cycle for a Service Business**
- 3. Special Journals and Subsidiary Ledgers**
- 4. Bank Accounts and Cash Funds**
- 5. Worksheet, Financial Statements, and Adjusting and Closing Entries for a Merchandising Firm**
- 6. Payroll Accounting**

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

Evaluation may include but is not limited to the following:

Exams, Quizzes, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Practicum, Internships, Externships, and Research Reports.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

| | |
|---|--|
| 1. Read with critical comprehension | |
| 2. Speak and listen effectively | |
| 3. Write clearly and coherently | |
| 4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate) | |
| 5. Demonstrate and apply literacy in its various forms: (highlight in green <u>ALL</u> that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental) | |
| 6. Apply problem solving techniques to real-world experiences | |
| 7. Apply methods of scientific inquiry | |
| 8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings | |
| 9. Demonstrate an understanding of and appreciation for human diversities and commonalities | |
| 10. Collaborate with others to achieve common goals. | |
| 11. Research, synthesize and produce original work | |
| 12. Practice ethical behavior | |
| 13. Demonstrate self-direction and self motivation | |
| 14. Assume responsibility for and understand the impact of personal behaviors on self and society | |
| 15. Contribute to the welfare of the community | |

* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force

UNITS

Unit 1 Analyzing Business Transactions

General Outcome:

- 1.0** The students should be able to analyze business transactions involving all five elements of the accounting equation (assets, liabilities, owner's equity, revenue, and expenses), record transactions in T-account form, and prepare a trial balance and financial statements for a service business.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

1.1 Define the following terms:

- 1.1.1 Assets, Liabilities, Owner's Equity, Revenue, and Expense
- 1.1.2 The fundamental accounting equation
- 1.1.3 Entity, service business, proprietor, creditor
- 1.1.4 Account, T-account, chart of accounts
- 1.1.5 Transaction, double entry accounting, debit, credit
- 1.1.6 Footings, account balance, trial balance
- 1.1.7 Cash, accounts receivable, notes receivable, supplies, accounts payable, notes payable, capital
- 1.1.8 Liquid assets
- 1.1.9 Accounting period, accruals, deferrals
- 1.1.10 Net income, net loss

1.2 Record, in columnar form, business transactions which involve all five elements of the fundamental accounting equation.

1.3 Prepare a balance sheet.

1.4 Prepare an income statement.

1.5 Prepare a statement of owner's equity.

1.6 Record directly in T-account form business transactions involving changes in assets, liabilities, owner's equity, revenue, and expenses.

1.7 Present the fundamental accounting equation in, T-account form, with debit and credit sides labeled correctly with plus and minus signs.

1.8 Prepare a trial balance.

Common Course Number: ACG 1003

Unit 2 Accounting Cycle for a Service Business

General Outcome:

- 2.0** The students should be able to journalize transactions in a two-column general journal; post to general ledger accounts; complete a ten-column worksheet and financial statements; journalize and post correcting, adjusting, and closing entries; and prepare a post-closing trial balance for a service business.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

2.1 Define the following accounting terms:

- 2.1.1 ~~Chronological, journal~~, **Chronologically journal**, journal entry, journalizing, **simple and** compound journal entry
- 2.1.2 General ledger, posting, posting reference
- 2.1.3 Errors, slides, transpositions
- 2.1.4 Accounting period, adjusting entries, adjustment, prepaid expenses, accrued expenses
- 2.1.5 Real accounts, temporary accounts
- 2.1.6 Closing, closing entries, income summary account
- 2.1.7 Worksheet, post-closing trial balance, accounting cycle, financial statements

2.2 Record business transactions in a two-column general journal.

2.3 Post from the general journal to the general ledger.

2.4 Prepare a trial balance.

2.5 Complete a ten-column worksheet involving adjustments for supplies and insurance.

2.6 Prepare from the worksheet an income statement, a statement of owner's equity, and a balance sheet.

2.7 Journalize and post the adjusting entries.

2.8 Journalize and post correcting and closing entries.

2.9 Prepare a post-closing trial balance.

Common Course Number: ACG 1003

Unit 3 Special Journals and Subsidiary Ledgers

General Outcome:

- 3.0** The students should be able to record transactions in special journals for a merchandising firm, post to general and subsidiary ledgers, and prepare schedules of accounts receivable and accounts payable.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 Define the following terms:

- 3.1.1 Merchandising business
- 3.1.2 Purchase requisition, purchase order, purchase invoice, receiving report
- 3.1.3 List price, trade discount, net price, cash discount, credit terms
- 3.1.4 F.O.B. destination, F.O.B. shipping point
- 3.1.5 Credit memorandum, debit memorandum
- 3.1.6 Purchases returns and allowances, purchases discounts, sales returns and allowances, sales discounts
- 3.1.7 Sales tax
- 3.1.8 Contra account, control account, subsidiary ledger, and summary posting

3.2 Record transactions in the following:

- 3.2.1 Sales Journal
- 3.2.2 Purchases Journal
- 3.2.3 Cash Receipts Journal
- 3.2.4 Cash Payments Journal
- 3.2.5 General Journal

3.3 Post from the special journals and general journal to the general and subsidiary ledgers and prepare Schedules of Accounts Receivable and Accounts Payable.

3.4 Journalize transactions involving:

- 3.4.1 Sales returns and allowances
- 3.4.2 Purchase returns and allowances
- 3.4.3 Transportation charges
- 3.4.4 Cash discounts
- 3.4.5 Trade discounts
- 3.4.6 Different forms of credit terms

Common Course Number: ACG 1003

Unit 4 Bank Accounts and Cash Funds

General Outcome:

- 4.0** The student should be able to write checks, reconcile a bank statement, and journalize entries involving bank accounts, petty cash, and change funds.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Define the following accounting terms:

- 4.1.1 Automated banking teller machine, on-line banking
- 4.1.2 Endorsement, restrictive endorsement
- 4.1.3 Cash (bank) reconciliation, reconcile
- 4.1.4 Outstanding check, cancelled check, deposit in transit
- 4.1.5 Change fund, denomination, petty cash, and reimburse

4.2 Reconcile a bank statement.

4.3 Journalize the requisite entries directly from the bank reconciliation.

4.4 Journalize entries to establish and reimburse a petty cash fund.

4.5 Complete petty cash vouchers and/or petty cash payments records.

4.6 Journalize the entries to establish a change fund.

4.7 Journalize transactions involving Cash Short and Over.

Common Course Number: ACG 1003

Unit 5 Worksheet, Financial Statements, and Adjusting & Closing Entries for Merchandising Firms

General Outcome:

- 5.0** The students should be able to complete a ten-column worksheet, financial statements, adjusting and closing entries, and complete the accounting cycle for a merchandising business by preparing a post-closing trial balance.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Define the following accounting terms:

- 5.1.1 Merchandise inventory, cost of goods sold, gross profit
- 5.1.2 Depreciation, useful life, salvage value, accumulated depreciation, book value
- 5.1.3 Current assets, plant and equipment
- 5.1.4 Current liabilities, unearned revenue, long-term liabilities
- 5.1.5 Liquidity, working capital, current ratio
- 5.1.6 Closing entries

5.2 Complete a ten-column worksheet for a merchandising business involving adjustments for merchandise inventory, depreciation, insurance, supplies, accrued wages or salaries, and unearned revenue.

5.3 Journalize and post the adjusting entries.

5.4 Prepare a classified income statement for a merchandising firm.

5.5 Prepare a classified balance sheet for a ~~single~~ sole proprietorship.

5.6 Compute working capital and current ratio.

5.7 Journalize and post the closing entries.

5.8 Prepare a post-closing trial balance.

Common Course Number: ACG 1003

Unit 6 Payroll Accounting

General Outcome:

- 6.0** The students should be able to calculate employees' earnings and deductions, maintain payroll records, complete federal payroll tax forms, and journalize the appropriate entries.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

6.1 Define the following accounting terms:

- 6.1.1 Circular E
- 6.1.2 Employee, employer, independent contractor
- 6.1.3 Compensation, salary, wage, overtime, gross pay, regular earnings, withholdings, net pay
- 6.1.4 Exempt, withholding allowance
- 6.1.5 Quarterly, calendar quarter, cumulative
- 6.1.6 Form W-2, Form 940, Form 941
- 6.1.7 Workers' compensation insurance, FICA Tax, FUTA Tax, and SUTA Tax

6.2 Calculate total earnings and determine payroll deductions for employees.

6.3 Complete a payroll register.

6.4 Maintain the employees' individual earnings records.

6.5 Complete federal tax deposits, Employer's Quarterly Federal Tax Return (Form 941), wage and tax statements for employees (W-2 forms), and Employer's Annual Federal Unemployment Tax Return (Form 940).

6.6 Calculate premium and adjustments for workers' compensation insurance.

6.7 Journalize the entries involved as a result of 6.3, 6.5, and 6.6 above.

6.8 Prepare a tax calendar for payments of withheld employees' income and FICA taxes and of employer's payroll taxes.