

ACC106 Office Accounting I – Administration Outline

Course Information

Organization	Mercer County Community College
Credits	3
Contact Hours	3

Description

Basic accounting course designed for non-transfer students. Emphasizes the techniques of double-entry bookkeeping: journalizing, posting, adjusting, closing entries, and financial statement preparation.

Revised: Spring 2021

Course Competencies/Goals:

The student will be able to:

- A. Define the basic principles and concepts of accounting as they relate to practical accounting problems.
- B. Analyze a business transaction into its debit and credit elements.
- C. Complete the accounting cycle: journalize entries, post to general ledger, adjust accounts, prepare financial statements.
- D. Interpret various accounting data and appropriately apply basic principles of accounting to the data
- E. After analyzing case study situations, recommend to management a possible accounting solution.

General Education Knowledge Goals:

Goal 1: Communication. Students will communicate effectively in both speech and writing.

Goal 2: Mathematics. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Goal 9: Ethical Reasoning and Action. Students will understand ethical issues and situations.

MCCC Core Skills:

Goal A: Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

Goal B: Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.

Goal C: Ethical Decision-Making. Students will recognize, analyze and assess ethical issues and situations.

Goal F: Collaboration and Cooperation. Students will develop the interpersonal skills required for effective

performance in group situations.

Units of Study in Detail:

Competencies:

1. Explain what is meant by the "Language of Business"

Learning Objectives

- a. Define "accounting". (Course Competencies A; General Education 1; MCCC Core A)
- b. Identify the users of financial information. (Course Competencies A; General Education ; MCCC Core A)
- c. Compare and contrast the three types of business entities. (Course Competencies A; General Education 1; MCCC Core A, B)
- d. Define "generally accepted accounting principles". (Course Competencies A; General Education 1; MCCC Core A)

2. Analyze Business Transactions

Learning Objectives

- a. Analyze and record in equation form the financial effects of a business transaction on a firm's assets, liabilities, and owner's equities. (Course Competencies A, B; General Education 9, MCCC Core B)
- b. Define, identify, and understand the relationship between assets, liabilities, and owner's equity. (Course Competencies A, B; General Education 1, MCCC Core A,B)
- c. Prepare financial statements: The Income Statement, The Statement of Owner's Equity, and The Balance Sheet.(Course Competencies A; General Education 1; MCCC Core A, B)

3. Analyze Business Transactions Using T Accounts

Learning Objectives

- a. Analyze business transactions and enter them in the accounts affected. (Course Competencies B, D); General Education Goals 1, 9; MCCC Core A,B)
- b. Determine the balance of an account.(Course Competencies C; General Education Goals 1, 2; MCCC Core A, B)
- c. Prepare a trial balance from T accounts. (Course Competencies A,C; General Education 1; MCCC Core B)
- d. Develop a Chart of Accounts.(Course Competencies A, C; General Education 1; MCCC Core B)

4. Record Transactions in a General Journal & Post to the General Ledger

Learning Objectives

- a. Record transactions in the general journal. (Course Competencies B, C; General Education Goals 2; MCCC Core B)
- b. Post the journal entries to general ledger accounts. (Course Competencies B, C; General Education Goals 2; MCCC Core B)
- c. Correct errors made in the journal or ledger. (Course Competencies A, C, D;

General Education Goals 2; MCCC Core B)

5. **Prepare Adjustments and a Worksheet**

Learning Objectives

- a. Complete a 10-column worksheet for a service enterprise. (Course Competencies B, C; General Education Goals 2, MCCC Core B)
- b. Prepare financial statements from the completed worksheet. (Course Competencies C; General Education Goals 2; MCCC Core B)
- c. Journalize and post the adjusting entries. (Course Competencies B, C; General Education Goals 2, MCCC Core B)

6. **Summarize the Closing Process & Prepare Financial Statements**

Learning Objectives

- a. Journalize and post closing entries from a completed worksheet. (Course Competencies B,C; General Education Goals 2; MCCC Core B)
- b. Prepare a post closing trial balance. (Course Competencies C; General Education Goals 2; MCCC Core B)
- c. Interpret financial statements. (Course Competencies D; General Education Goals 2; MCCC Core B)

7. **Account for Cash Operations**

Learning Objectives

- a. Prepare a bank reconciliation and related entries (Course Competencies A, B; General Education Goals 2; MCCC Core B)
- b. Establish and use a petty cash fund (Course Competencies C; General Education Goals 2; MCCC Core B)
- c. Establish a change fund and use the cash short and over account (Course Competencies B; General Education Goals 2; MCCC Core B)

8. **Prepare the payroll for employees**

Learning Objectives

- a. Distinguish between employees and independent contractors (Course Competencies B; General Education Goals 2; MCCC Core B)
- b. Calculate employees earnings, deductions, and net pay (Course Competencies C; General Education Goals 2; MCCC Core B)
- c. Prepare payroll records (Course Competencies B; General Education Goals 2, MCCC Core B)
- d. Journalize payroll transactions (Course Competencies C; General Education Goals 2; MCCC Core B)

9. **Prepare the payroll for employer taxes**

Learning Objectives

- a. Calculate employer payroll taxes (Course Competencies B, C; General Education Goals 2; MCCC Core B)
- b. Journalize employer payroll taxes transactions (Course Competencies B,C; General Education Goal 2; MCCC Core B)
- c. Describe employer reporting and payment responsibilities for payroll accounting

(Course Competencies B, C; General Education Goal 2; MCCC Core B)
d. Calculate and journalize Workers Compensation requirements (Course Competencies B, D, E; General Education Goal 2; MCCC Core B)

10. **Account for Sales and Cash Sales**

Learning Objectives

- a. Journalize and post merchandise sales transactions (Course Competencies D; General Education Goal 2; MCCC Core B)
- b. Prepare a schedule of accounts receivable (Course Competencies D; General Education Goal 2; MCCC Core B)

11. **Account for Purchases and Cash Payments**

Learning Objectives

- a. Journalize and post merchandise purchases transactions (Course Competencies A; General Education Goal 1; MCCC Core B)
- b. Compute gross profit and analyze its meaning to a firm (Course Competencies B, C, D; General Education Goal 2; MCCC Core A, B)
- c. Prepare a schedule of accounts payable (Course Competencies B, C, D; General Education Goal 2; MCCC Core A, B)

12. **Account for merchandise inventory**

Learning Objectives

- a. Use the perpetual inventory system to assign costs to inventory and cost of goods sold (Course Competencies A,C,D; General Education Goal 2; MCCC Core B)
- b. Estimate ending inventory using the Gross Profit Method (Course Competencies A, C, D; General Education Goal 2; MCCC Core B)

13. **Prepare the adjustments, the worksheet, financial statements, and year end closing for a merchandising business**

Learning Objectives

- a. Prepare an adjustment for unearned revenue (Course Competencies A, C; General Education Goals 2; MCCC CORE B)
- b. Prepare adjusting entries for the perpetual inventory system (Course Competencies B, C; General Education Goals 2; MCCC Core B)
- c. Prepare an income statement, owner's statement, and balance sheet for a merchandising firm (Course Competencies C; General Education Goals 2; MCCC Core B)
- d. Compute financial statement ratios for a merchandising firm (Course Competencies B, C; General Education Goals 2; MCCC CORE B)

Grading Information

Grading Scale

Tests	Chapters 1 - 13 80%*
Project	Comprehensive Problem I 15% (Course Competencies B, C,D, E; General Education Goals 1, 2)

Class Work Participation, Written Projects (Course Competencies D, E; General Education Goals 1,9; MCCC Core A, B, C,F) 5%

*The instructor will announce during the first class meeting the number of tests and the chapters covered in each test.

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

Academic Integrity

ACADEMIC INTEGRITY: Academic integrity refers to the total quality of the search for knowledge which a student undertakes. A student will be guilty of violating academic integrity if he/she:

- A. knowingly represents the work of others as his/her own.
- B. uses or obtains unauthorized assistance in the execution of an academic work
- C. gives fraudulent assistance to another student.

For any single violation of any of the College's policies on Academic Integrity in this course, the student will receive a zero for the assignment AND the final course grade will be lowered by one full letter grade (for example, a B would become a C). For a second violation, the student will fail the course. In all cases, the Chair of the Academic Integrity Committee will be notified of the violation and the penalty imposed. When two (or more) violations of academic integrity are reported on a student, the Academic Integrity Committee (AIC) may impose disciplinary penalties beyond those imposed in this course. The student shall have the right to a hearing before the AIC or a designated AIC subcommittee.