

Prepared by the Department of Business

Date of Departmental Approval: November 4, 2013

Date Approved by Curriculum and Programs: November 6, 2013

Effective: Spring 2014

1. **Course Number:** ACC111 (formerly ACC101)  
**Course Title:** Accounting I with Computer Applications
2. **Description:** Introduction to the accounting cycle: recording transactions, posting to ledgers, preparing work sheets and financial statements. Includes: special journals, inventory valuation, receivables, payables and interest on notes. Hands-on introduction to computerized accounting, solving selected problems using general ledger software including QuickBooks is included. *This is the first course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting.*
3. **Student Learning Outcomes (instructional objectives, intellectual skills):** Upon successful completion of this course, students are able to do the following:
  - Develop a working knowledge of the basic principles of financial accounting for further study in the business curriculum.
  - Develop a working knowledge of accounting software for use in a business setting.
  - Engage critically and constructively in the exchange of ideas during class discussions.
  - Draw reasonable conclusions from information found in various sources, whether written, spoken, or displayed in tables and graphs and to defend one's conclusions rationally.
  - Identify situations in accounting that demonstrate the importance of ethical behavior by the accountant to ensure accounting information is accurate, complete relevant and reliable.
  - Understand the accounting cycle for both a service business and a merchandising business.
  - Journalize monthly transactions, post to ledger, prepare adjusting and closing entries, and prepare financial statements for proprietorships
  - Use of special journals and worksheets.
  - Record cash transactions, prepare bank reconciliations and describe appropriate internal control procedures.
  - Calculate the value of inventory, and the valuation of receivables using alternative methods.

Students use accounting software to:

  - Enter and pay bills.
  - Record sales on account and cash sales.
  - Record adjusting entries and print trial balances.
  - Print financial statements and supporting schedules.
  - Track and report inventory balances.
  - Reconcile cash accounts and print a reconciliation report.
4. **Credits:** 3 credits
5. **Satisfies General Education Requirement:** No
6. **Prerequisites:** (MAT020 or MAT025) and ENL020 or satisfactory basic skills assessment scores
7. **Semester(s) Offered:** Fall, Spring
8. **Suggested General Guidelines for Evaluation:** Comprehensive final examination, unit exams, quizzes, problems, cases and computer projects. Evaluation includes theory and problem analysis and interpretation.
9. **General Topical Outline (Optional):**
  - Accounting in Business
  - Analyzing and Recording Transactions
  - Adjusting Accounts and Preparing Financial Statements
  - Completing the Accounting Cycle
  - Accounting for Merchandising Activities
  - Inventories and Cost of Sales
  - Accounting Information Systems
  - Cash and Internal Controls
  - Accounting for Receivables