

Course Outline

COURSE: ACCT 101 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2011 **Inactive Course**

SHORT TITLE: OCCUP ACCOUNTING

LONG TITLE: Occupational Accounting

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
4	18	Lecture:	3	54
		Lab:	3	54
		Other:	0	0
		Total:	6	108

COURSE DESCRIPTION:

An introduction to accounting principles and procedures and their application to service business, including the basic accounting cycle, financial statements, adjustments, specialized journals and ledgers. Emphasis is placed on learning bookkeeping procedures for both manual and computer assisted accounting systems. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 205 or GBUS 102; eligible for English 250 and 260; CSIS 122

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

1. Through problem sets, projects, and exams, the student will be

able to demonstrate their understanding of the following:

the accounting equation; the definition of asset, liability, capital, revenue, expense; the reason for accounting;

2. the concept of double entry bookkeeping;

the preparation of and the reason for balance sheets, and income statements;

3. the meaning and use of: journals, accounts, chart of accounts, permanent and temporary accounts;

4. how to journalize and interpret transactions;

5. the meaning of debit and credit;

6. the procedures for and reasons for a trial balance, worksheets, closing entries, post closing trail balance, the procedures for doing and the reasons for special journals like cash receipts, cash payments, sales, purchases, combined;

7. the procedure and reasons for bank account reconciliation;

8. the reason and procedures for subsidiary receivables and payables ledgers;

9. the reason and procedures for a voucher register;

10. the reason for, computational methods for, and recording procedures for end-of-period adjustments like depreciation,

11. the reason and procedures for recording adjusting and end-of-period entries, completing adjusted worksheets and closing of adjusted accounts;

12. the computational requirements for payroll preparation and payroll tax reporting.

13. Implicit in the student's "demonstrated understanding" of the "whys" and "hows" of accounting listed above is the solving of accounting problems through analysis (the recording process) and synthesis of data of the parts of an accounting system (the reporting process).

14. Demonstrating the correct use of journals, ledgers and other parts of an accounting system requires analysis of transactions ie., the interpretation and the translation of those transactions to accounting language, mathematical calculation and estimation, judgement in the selection of estimation procedures and in selection of accounting systems appropriate to organizational needs.

15. The periodic reporting of an organization's economic activity requires the summarizing and distributing of the transactions into appropriate report formats. This is a synthesizing process which requires the student to select the appropriate format, to assemble, organize and integrate the appropriate data and to test the results for accuracy and consistency.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Inactive Course: 09/26/2011

1 3 LEC Overview of accounting, financial statements, basic and expanded accounting equation trans-

3 LAB Computer and classroom lab

2 3 LEC Double entry bookkeeping, debits & credits, T Accounts

3 LAB Computer and classroom lab

3-4 6 LEC General journal and journalizing posting to general ledger, balance form accounts

EXAM 1

6 LAB Computer and classroom lab

5-6 6 LEC Trial balance, worksheets, adjustments for depreciation and prepaid expenses.

6 LAB Computer and classroom lab

7-8 3 LEC Journalizing, adjusting and closing entries, post closing trial balance.

Mini Practice Set #1

EXAM 2

6 LAB Computer and Classroom lab

9-10 6 LEC Specialized journals, sales journals, accts. receivable subsidiary ledger.

6 LAB Computer and classroom lab

11-12 6 LEC Purchases journal, accounts payable subsidiary

6 LAB Computer and classroom lab

13-15 9 LEC Cash receipts journal, cash payments journal, petty cash, Bank reconciliation, Internal control

EXAM 3

9 LAB Computer and classroom lab

16-17 6 LEC Payroll, Accounting Systems

Mini Practice Set #2

6 LAB Computer and classroom lab

18 2 FINAL EXAM

COMPUTER LAB ASSIGNMENTS:

1 1 HR Introduction to the computer and the software.

2 1 HR Vital Statistics Program

3 1 HR Chart of Accounts Program

4-6 9 HRS General Ledger Program

General Journal Program

Financial Statements Program

Total 12 HRS (included in above lab hours) e lab hours)

ASSIGNMENTS:

Weekly text chapter reading assignments; weekly exercises/problem set assignments; case projects; computer projects; and computer lab manual assignments. Weekly exercises and problems set correspond to text chapter assignments.

COURSE OBJECTIVES:

Assignment 1: (LAB) Familiarity with keyboard & components of microcomputer.

Assignments 2-6 (LAB) Use programs to do assigned projects and problems thereby reinforcing objectives of lecture portion of class. Lab exercises objectives are principally the same as those for Ch. 2-6 of the text. The computer lab component is scheduled to coincide with equivalent text/lecture material/content.

METHODS OF INSTRUCTION:

Lecture, problem sets, exams and demonstrations.

METHODS OF EVALUATION:

The types of writing assignments required:

Written homework

Reading reports

Essay exams

Other: Projects

The problem-solving assignments required:

Homework problems

Quizzes

Exams

Other: Outside of class projects

The types of skill demonstrations required:

Other: Projects

The types of objective examinations used in the course:

Multiple choice

True/false

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 5% - 20%

Problem-solving demonstrations: 40% - 90%

Skill demonstrations: 5% - 20%

Objective examinations: 40% - 90%

Other methods of evaluation: 0% - 0%

REPRESENTATIVE TEXTBOOKS:

Accounting: Basic Principles, Price, Haddock, Brock.

8th Ed. Study Guide & Working Papers for

Accounting: Principles & Applications,

Acclaim Integrated Accounting Software, version 1.0

Reading Level: Determined to be 14.9 (Accounting) & 10.3 (User's Manual) grade by: Fry Readability

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:
IGETC:
CSU TRANSFER:
 Transferable CSU, effective 198770
UC TRANSFER:
 Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: ACCT
CSU Crosswalk Course Number: 101
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000375938
Sports/Physical Education Course: N
Taxonomy of Program: 050200