

Skyline College
Official Course Outline

1. **COURSE ID:** ACTG 100 **TITLE:** Accounting Procedures
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; 16.0-18.0 TBA hours; and 80.0-90.0 Homework hours
Method of Grading: Letter Grade Only
Recommended Preparation:
 Eligibility for ENGL 846 or ESOL 400, or equivalent.
 Completion of MATH 110, or MATH 111 and MATH 112, with a grade of C or better, or equivalent.

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**
Catalog Description:
 Introduction to financial accounting procedures for proprietorships in service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 - A. Perform the necessary steps for completing the accounting cycle for service proprietorships both manually and on a computerized accounting system.
 - B. Perform the necessary steps in completing the accounting cycle for merchandising proprietorships both manually and on a computerized accounting system.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 - A. Define and use accounting and business terminology.
 - B. Explain the nature of asset, liability, owner's equity, revenue and expense accounts.
 - C. Explain the meaning of the "matching principle" and how it relates to the accounting cycle and revenue and expense recognition.
 - D. Analyze transactions according to the debit/credit framework.
 - E. Record transactions in the General special journals.
 - F. Demonstrate ability to post journal entries to the accounts in the General and Subsidiary Ledgers.
 - G. Determine what accounts need adjustment at the end of the accounting period.
 - H. Prepare and use a 10-column worksheet for service and merchandising firms and prepare the financial statements.
 - I. Explain the need for closing entries and journalize and post them.
 - J. Explain the need for bank reconciliation, prepare it and the related journal entries.

- K. Explain the need for a Petty Cash Fund and the procedures related to them.
- L. Prepare payroll records and journal entries relating to employee earnings and deductions as well as employer taxes, payments, and reports.
- M. Explain the specific accounts and inventory methods used for a merchandising business.
- N. Record credit sales to customers and the related sales returns and allowances.
- O. Explain purchasing procedures and related internal control, and record credit purchases of merchandise and the related purchases returns and allowances and purchase discounts.
- P. Explain cash receipts and payments procedures and related internal control.
- Q. Demonstrate ability to record cash receipts and cash payments and related discounts.
- R. Explain the purpose of and prepare reversing entries.

6. COURSE CONTENT:

Lecture Content:

1. Accounting: The Language of Business
 - A. What is Accounting?
 - a. The need for Financial Information
 - b. Define Financial Accounting
 - c. Careers in Accounting
 - d. Users of Financial Information
 - B. Business and Accounting
 - a. Types of Business Entities
 - b. Generally Accepted Accounting Principles (GAAP)
2. Analyzing Business Transactions
 - A. Property and Financial Interest
 - a. Beginning with Analysis
 - b. Assets, Liabilities and Owner's Equity
 - B. The Accounting Equation and Financial Statements
 - a. The Fundamental Accounting Equation
 - b. The Income Statement
 - c. The Statement of Owner's Equity and the Balance Sheet
 - d. The Importance of Financial Statements
3. Analyzing Business Transactions Using T-Accounts
 - A. Transactions That Affect Assets, Liabilities, and Owner's Equity
 - a. Asset, Liability, and Owner's Equity Accounts
 - b. Account Balances
 - B. Transactions That Affect Revenue, Expenses, and Withdrawals
 - a. Revenue and Expense Accounts
 - b. The Drawing Account
 - c. The Rules of Debit and Credit
 - d. The Trial Balance
 - e. Financial Statements
 - f. Chart of Accounts

- g. Permanent and Temporary Accounts
 - 4. The General Journal and the General Ledger
 - A. The General Journal
 - a. Journals
 - b. The General Journal
 - B. The General Ledger
 - a. Ledgers
 - b. Correcting Journal and Ledger Errors
 - 5. Adjustments and the Worksheet
 - A. The Worksheet
 - a. The Trial Balance Section
 - b. The Adjustments Section
 - B. Financial Statements
 - a. The Adjusted Trial Balance Section
 - b. The Income Statement and Balance Sheet Sections
 - c. Preparing Financial Statements
 - d. Journalizing and Posting Adjusting Entries
 - 6. Closing Entries and the Postclosing Trial Balance
 - A. The Closing Process
 - B. Using Accounting Information
 - a. Preparing the Postclosing Trial Balance
 - b. Interpreting the Financial Statements
 - c. The Accounting Cycle
 - 7. Accounting for Sales and Accounts Receivable
 - A. Merchandise Sales
 - a. Special Journals and Subsidiary Ledgers
 - b. The Sales Journal
 - B. Accounts Receivable
 - a. The Accounts Receivable Ledger
 - b. Sales Returns and Allowances
 - c. Schedule of Accounts Receivable
 - C. Special Topics in Merchandising
 - a. Credit Sales for a Wholesale Business
 - b. Credit Policies
 - c. Sales Taxes
 - 8. Accounting for Purchases and Accounts Payable
 - A. Accounting for Merchandise Purchases
 - B. Accounts Payable
 - a. The Accounts Payable Ledger
 - b. Purchases Returns and Allowances
 - c. Schedule of Accounts Payable
 - d. Determining the Cost of Purchases
 - e. Internal Control of Purchases
 - f. The Perpetual Inventory System
 - 9. Cash Receipts, Cash Payments, and Banking Procedures
 - A. Cash Receipts

- a. Cash Transactions
 - b. The Cash Receipts Journal
 - B. Cash Payments
 - a. The Cash Payments Journal
 - b. The Petty Cash Fund
 - c. Internal Control over Cash
 - C. Banking Procedures
 - a. Writing Checks
 - b. Endorsing Checks
 - c. Preparing the Deposit Slip
 - d. Handling Postdated Checks
 - e. Reconciling the Bank Statement
 - f. Adjusting the Financial Records
 - g. Internal Control of Banking Activities
 - h. Using Online Banking
 - i. The Perpetual Inventory System Continued
- 10. Payroll Computations, Records, and Payment
 - A. Payroll Laws and Taxes
 - a. Who is an Employee?
 - b. Federal Employee Earnings and Withholding Laws
 - c. State and Local Taxes
 - d. Employer's Payroll Taxes and Insurance Costs
 - e. Employee Records Required by Law
 - B. Calculating Earnings and Taxes
 - a. Computing Total Earnings of Employees
 - b. Determining Pay for Hourly Employees
 - c. Determining Pay for Salaried Employees
 - C. Recording Payroll Information
 - a. Recording Payroll
 - b. Paying Employees
 - c. Individual Earnings Records
 - d. Completing Payrolls
- 11. Payroll Taxes, Deposits, and Reports
 - A. Social Security, Medicare, and Employee Income Tax
 - a. Payment of Payroll Taxes
 - b. Wage and Tax Statement, Form W-2
 - c. Annual Transmittal of Wage and Tax Statements, Form W-3
 - B. Unemployment Tax and Workers' Compensation
 - a. Unemployment Compensation Insurance Taxes
 - b. Internal Control over Payroll Operations
- 12. Accruals,, Deferrals, and the Worksheet
 - A. Calculating and Recording Adjustments
 - a. The Accrual Basis of Accounting
 - b. Using the Worksheet to Record Adjustments
 - B. Completing the Worksheet
 - a. Preparing the Adjusted Trial Balance Section

- b. Preparing the Balance Sheet and Income Statement Sections
 - c. Calculating Net Income or Net Loss
- 13. Financial Statements and Closing Procedures
 - A. Preparing the Financial Statements
 - a. The Classified Income Statement
 - b. The Statement of Owner's Equity
 - c. The Classified Balance Sheet
 - B. Completing the Accounting Cycle
 - a. Journalizing and Posting the Adjusting Entries
 - b. Journalizing and Posting the Closing Entries
 - c. Preparing a Postclosing Trial Balance
 - d. Interpreting the Financial Statements
 - e. Journalizing and Posting Reversing Entries
 - f. Review of the Accounting Cycle

TBA Hours Content:

The required TBA hours will consist of computerized accounting lab assignments including:

- 14. Using Excel, prepare a Balance Sheet
- 15. Using Peachtree accounting software, journalize and post transactions
- 16. Using Peachtree accounting software, Prepare a worksheet and financial statements, journalizing adjusting entries, and posting to the ledger accounts.
- 17. Using Peachtree accounting software, journalize and post the closing entries
- 18. Using Peachtree accounting software, journalize, post, and report sales transactions
- 19. Using Peachtree accounting software, journalize credit purchases and purchase returns and allowances, post to the general ledger, post to the accounts payable ledger, and prepare a schedule of accounts payable
- 20. Using Peachtree accounting software, journalize purchases, cash payments, and purchase discounts posting to the general ledger.
- 21. Using Excel, Compute gross earnings, determine deductions and net amount due. Journalize the payroll transactions.
- 22. Using Peachtree accounting software, Compute employer's social security tax, medicare tax, and unemployment taxes.
- 23. Using Peachtree accounting software, Record adjustments and complete the worksheet.
- 24. Using Peachtree accounting software, Prepare minipractice set I (5 hour assignment)
- 25. Using Peachtree accounting software, Prepare minipractice set II (10 hour assignment)

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture

- B. Activity
- C. Critique
- D. Discussion
- E. Observation and Demonstration

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

- A. Answers to discussion questions for each chapter in the text (3-5 pages)
- B. Peer to Peer discussion analysis of chapter topics (1 page per discussion)
- C. Short answer essay questions on exams

Reading Assignments:

- A. Assigned readings from each chapter in the text (20 to 25 pages)
- B. Assigned readings from each chapter in the study guide (10 pages)
- C. Readings from business periodicals appropriate to chapter topics (1-20 pages)

Other Outside Assignments:

- A. Homework assignments that incorporate or use problem solving techniques average for each chapter (one hour)
- B. Cumulative review problems and/or practice sets both manual and computerized by practice section. 30 problems are assigned to practice set one that covers chapters 1 to 6 (5-10 hours). 15 problems are assigned to practice set two that covers chapters 10 to 11 (4 hours). 25 problems are assigned to practice set three that covers chapters 7,8,9,12 &13 (10-15 hours)
- C. Internet-based research, spreadsheet analysis, preparation of PowerPoint presentations, etc.
- D. Appropriate assignments that demonstrate critical thinking are required and may include but are not limited to those listed above in writing and outside assignments
- E. Learnsmart assignments to test students on conceptual topics in each chapter (40 minutes)

To be Arranged Assignments:

Assignments using excel and or Peachtree computerized accounting covering chapter topics

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Homework
- E. Projects
- F. Quizzes

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Price, Haddock, and Brock.. *College Accounting Chapters 1-13 and Working Papers*, 14th ed. New York, NY: McGraw-Hill, 2015

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