



## COURSE OUTLINE

COURSE NO: ACC 100

COURSE NAME: ACCOUNTING I

CREDIT HOURS: 3  
2

LECTURE HOURS: 3      LAB HOURS:

DATE: WINTER 2005

PREPARED BY: TED LYNCH

PREREQUISITES: None

APPROVED BY: \_\_\_\_\_

### COURSE DESCRIPTION:

This course is designed to familiarize the student with some of the basic theories and methods behind modern bookkeeping and accounting. Some of the main subject areas to be considered include: journalization, general ledger maintenance, financial statements, modified cash basis accounting, cash control procedures and payroll accounting.

### COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Understand basic accounting theory
2. Recognize the duties and responsibilities of the accounting function
3. Apply basic concepts and complete procedures such as journalizing, financial statement preparation, and ledger maintenance
4. Comprehend accrual accounting
5. Prepare the appropriate records for accounting for employee's earnings.

### SUCCESS SKILLS:

Upon the successful completion of this course, the student will have demonstrated a level of competency (developing or establishing) for the following skills.

- A. Communicate Effectively
  - A1. Reads, comprehends, analyzes and evaluates various types of writing
  - A2. Logically organizes, develops and communicates an idea or position
  - A3. Adapts communications to audience, situation and purpose
  - A4. Uses prewriting, drafting, revising and editing techniques
  - A5. Uses appropriate grammar, punctuation, spelling and syntax
  - A6. Writes effective business/technical communications, including memos, letters and reports
  - A7. Develops and conveys instructions and procedures clearly
  - A8. Demonstrates public speaking skills

- A9. Applies effective listening techniques
- A10. Uses and perceives non-verbal cues
  
- B. Demonstrates Math Skills
  - B1. Solves addition, subtraction, multiplication and division problems
  - B2. Estimates answers to math problems before solving
  - B3. Applies basic math formulas and principles
  - B4. Solves ratio, percentage, proportional, decimal, fraction and conversion problems
  - B5. Solves basic geometric and algebraic problems
  - B6. Interprets and constructs graphs, charts and tables
  - B7. Expresses everyday relationships in mathematical terms
  
- D. Maintains Professional Skills and Attitudes
  - D1. Practices job search techniques, including constructing resumes and participating in interviews
  - D2. Demonstrates initiative
  - D3. Meets performance expectations
  - D4. Follows organizational policies and procedures
  - D5. Recognizes organization structure and uses chain of command
  - D6. Exhibits knowledge of basic principles of supervision and leadership
  - D7. Sets priorities and manages time effectively in accordance with priorities
  - D8. Uses and applies pertinent technology, including computers
  - D9. Adheres to health and safety standards and procedures, and plans how to react in emergencies
  - D10. Demonstrates promptness and regular attendance
  - D11. Maintains image consistent with technology standards

COURSE MATERIALS:

TEXTBOOK: Heintz, Parry & Carlson, *College Accounting*,  
Chapters 1-10, South-Western Publishing, Current edition.  
WORKBOOK: Heints, Parry & Carlson, *Working Papers*,  
South-Western Publishing, Current edition

TOPICAL OUTLINE:

- A. General Accounting Theory
  - 1. Basic accounting concepts
    - a. Analysis of Transactions
    - b. The Accounting Equation
    - c. The double-entry mechanism
- B. The Accounting Cycle
  - 1. The Chart of Accounting
  - 2. Journalization
  - 3. General Ledger

4. End-of-Period procedures
  - a. Adjusting entries
    1. Worksheets
  - b. Closing
- C. Accounting for Merchandise
  1. Accrual vs Cash Basis Accounting
  2. The Combined Journal
    - a. Posting from the Combined Journal
  3. End-of-Period Accounting for a Merchandising Firm
    - a. Adjusting and Closing Entries
- D. Cash Control
  1. Checking Accounts
  2. Petty Cash
  3. Banking and bank reconciliations
- E. Payroll Accounting
  1. Recording earnings and deductions
    - a. Payroll Records
  2. Accounting for payroll taxes

**STUDENTS WITH LEARNING DISABILITIES:**

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center/Office of Disabilities Services in JL 249 for special accommodations.

**STUDENT INSURANCE COVERAGE:**

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage and how to enroll in the plan.

**HOCKING COLLEGE**

**EVALUATION OF THE STUDENT**

COURSE NO: ACC 100

COURSE NAME: ACCOUNTING I

INSTRUCTOR: TED LYNCH

DATE PREPARED: WINTER 2005

APPROVED BY: \_\_\_\_\_

The objective of the instructor is to help the student learn some of the concepts of accounting. The purpose of evaluation is to indicate, to some

degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Certainly, the student should be aware at any point in time what his/her status is, in terms of accomplishment.

## SPECIFIC FACTORS

### 1. EXAMINATIONS

There will be ten examinations for the course. These tests will be comprised of 3-4 quizzes for each chapter. The quizzes can be taken independently of each other or all at once.

These examinations will be taken at the discretion of the student. The best time table for completing the course by the end of the quarter is to complete one chapter per week.

The quizzes can be found in the online course material.

The quizzes will contain the following format:

- a. Terminology-Matching  
3-6 groups of matching questions with 3-4 questions in each group.
- b. Accounting practices and operations
  1. True/False – 5-10 questions per chapter
  2. Multiple Choice – 7 questions per chapter
  3. Accounting Cycle(multiple choice) 10-20 questions per chapter

The terms that comprise the terminology part of the tests can be found in the chapter material and in the glossary section that is in the back of each chapter.

Students can best prepare themselves for the Accounting practices and operations sections by completing the exercises that are defined in the homework section that follows:

### 2. HOMEWORK

The student must complete Exercise Set A for each chapter.

These exercises are at the end of each chapter. The work will be completed in the Working Papers section of the workbook. This homework must be submitted to the instructor by the end of the quarter.

The student must also complete the following problems that appear in the textbook. These problems must also be turned into the instructor to receive a grade for the course.

MASTERY PROBLEM – CHAPTER 4, PAGE 128

CHALLENGE PROBLEM – CHAPTER 5, PAGE 169

MASTERY PROBLEM – CHAPTER 6, PAGE 208

MASTERY PROBLEM – CHAPTER 7, PAGE 258

MASTERY PROBLEM – CHAPTER 10, PAGE 366

There are four discussion problems that will need to be completed. You can access these in the communications area of the homepage.

### 3. GRADING SCALE

Final grades will be computed on the following basis:

Exams	75%
Homework	25%

Letter grades will be assigned as follows:

A	= 90 – 100%
B	= 80 – 89%
C	= 70 – 79%
D	= 60 – 69%
F	= Below 60%

A '+' or '-' may be placed on the final grade at the discretion of the instructor.

### 4. POLICY REGARDING HONESTY

If there should be a situation in which a student is observed in dishonesty concerning an exam or other course assignments, the grade for that exercise will be zero.

### 5. STUDENT GRIEVANCE DUE PROCESS PROCEDURES

Due process procedures for the College are located in the Student Code of Conduct, Policy & Procedures Manual, 1993-94, published by the Student Affairs Office, Oakley 210.

### 6. STUDENTS WITH LEARNING DISABILITIES

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success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

7. STUDENT INSURANCE COVERAGE

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8. INSTRUCTOR CONTACT INFORMATION

Office: OAK 211 Phone: (740) 753-3591 EXT. 2268

Department Phone Extension: 2362

Email Address: [lynch\\_t@hocking.edu](mailto:lynch_t@hocking.edu)

Office Hours: To be announced