



ACCT 120 - Introduction to Accounting Course Outline

Approval Date: 03/10/2022

Effective Date: 08/12/2022

SECTION A

Unique ID Number CCC000172391

Discipline(s)

Division Career Education and Workforce
Development

Subject Area Accounting

Subject Code ACCT

Course Number 120

Course Title Introduction to Accounting

TOP Code/SAM Code 0502.00* - Accounting* / C - Occupational

Rationale for adding this course to the curriculum Five year course review

Units 3

Cross List N/A

Typical Course Weeks 18

Total Instructional Hours

Contact Hours

Lecture 54.00

Lab 0.00

Activity 0.00

Work Experience 0.00

Outside of Class Hours 108.00

Total Contact Hours 54

Total Student Hours 162

Open Entry/Open Exit No

Maximum Enrollment

Grading Option Letter Grade or P/NP

Distance Education Mode of Instruction On-Campus
Hybrid
Entirely Online
Online with Proctored Exams

SECTION B

General Education Information:

SECTION C

Course Description

Repeatability May be repeated 0 times

Catalog Description An introduction to the field of accounting and the role accounting plays in local, national and transnational businesses. This course will focus on the manual preparation of financial statements, specifically, the bookkeeping rules. This discussion includes the use of journals, ledgers, posting and the closing of the financial records ending with a discussion of the possible uses and analysis of financial statements.

Schedule Description

SECTION D

Condition on Enrollment

1a. **Prerequisite(s):** *None*

1b. **Corequisite(s):** *None*

1c. **Recommended:** *None*

1d. **Limitation on Enrollment:** *None*

SECTION E

Course Outline Information

1. Student Learning Outcomes:

- A. Record accounting transactions and prepare financial reports in accordance with generally accepted accounting principles.
- B. Demonstrate knowledge of the adjustment process and the accounting cycle.

2. Course Objectives: Upon completion of this course, the student will be able to:

- A. Analyze business transactions and record in debit/credit format their effect on appropriate accounts.
- B. Post from journals to the general ledger and prepare a trial balance.
- C. Prepare adjusting entries to the trial balance based on the application of revenue and matching principles.
- D. Prepare the income statement and balance sheet from the adjusted trial balance on an accounting worksheet.
- E. Close the appropriate accounts to complete the accounting cycle at the end of a period.
- F. Prepare basic financial ratios and trends.
- G. Perform and basic financial statement analysis.
- H. Recognize the inherent limitations of financial statements.
- I. Understand the ethical issues related to the recording and reporting of financial transactions.
- J. Recognize and evaluate the relevant aspects of recording financial transactions that involve international entities.
- K.

3. Course Content

- A. The accounting equation
- B. Journalizing financial transactions
- C. Posting to the ledger
- D. Revenue and matching principles
- E. Financial statements and the adjusted trial balance
- F. Closing procedures
- G. Financial ratios
- H. Financial statement uses
- I. Business ethics

- J. International transactions
- K.

4. Methods of Instruction:

Discussion:

Lecture:

Online Adaptation: Activity, Discussion

Explain how the online adaptation of the methods of instruction aligns with the course

outcomes: Online homework on course content and student learning outcomes. - Class discussion and group projects on course content and student learning outcomes.

2. Methods of Evaluation: Describe the general types of evaluations for this course and provide at least two, specific examples.

Typical classroom assessment techniques

Exams/Tests -- 1- Enter journal entries in the general ledger. 2- Enter debits and credits in the T Accounts.

Projects -- 1- Enter journal entries in the general ledger. 2- Enter debits and credits in the T Accounts.

Final Exam -- 1- Enter journal entries in the general ledger. 2- Enter debits and credits in the T Accounts.

Mid Term -- 1- Enter journal entries in the general ledger. 2- Enter debits and credits in the T Accounts.

Additional assessment information:

- 1- Enter journal entries in the general ledger.
- 2- Enter debits and credits in the T Accounts.

Letter Grade or P/NP

3. Assignments: State the general types of assignments for this course under the following categories and provide at least two specific examples for each section.

A. Reading Assignments

Reading assignments from the textbook.

1- Read the chapter on debits and credits.

2- Read the chapter on adjusting entries.

B. Writing Assignments

Written preparation of special projects and current events related to the course.

Completion of all assigned projects assignments.

1- Accounting cycle project

2- Post journal entries

C. Other Assignments

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4. Required Materials

A. EXAMPLES of typical college-level textbooks (for degree-applicable courses) or other print materials.

Book #1:

Author: Price, John., and M. David Haddock and Michael Farina

Title: College Accounting

Publisher: McGraw Hill

Date of Publication: 2021

Edition: 16

B. Other required materials/supplies.