**COURSE INFORMATION**

**COURSE TITLE**
ACC101: Fundamentals of Accounting

**COURSE DESCRIPTION**
This course introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting.

**CREDIT HOURS**
3

**SUGGESTED PREREQUISITE KNOWLEDGE**
You should have college-level reading, writing, and study skills.

**CCCOnline Course Policies**
The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
**COURSE MATERIALS**

Your textbook is available online as an eText. You do not need to purchase any additional materials. For specific information on refund policies and the **optional** black and white textbook available for purchase please contact the [CCCOnline bookstore](https://www.ccconlinebookstore.com).

**MINIMUM COMPUTER REQUIREMENTS**

To complete this course, you will need **regular** access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

**REQUIRED eText**

Slater, J. and Deschamps, M. (2018). *College Accounting (14th ed).* Publisher: Pearson

This textbook and its resources will help you learn the concepts and skills needed to complete the assignments, discussions, and exams in this course. They will also provide you with a good foundation for future accounting courses.

**DIGITAL MATERIALS ACCESS AND SETUP**

This course integrates the digital content directly into the course site.

- Visit the [Pearson Direct Integration Course Start](https://www.pearson.com) page for details on first access to the materials.

To make sure your computer is set up correctly to access the e-Text and other digital content, review the [Pearson Technical Support](https://www.pearson.com) page, also linked in the Technical Support Module.
COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

The competencies you will demonstrate in this course are as follows:

A. Explain the various types of accounts, the rules of debit and credit and cash versus accrual basis of accounting.
B. Analyze transactions in relationship to the accounting equation.
C. Prepare transactions for service businesses in an accounting system.
D. Complete end-of-period work including preparing adjusting entries, financial statements, and closing entries.
E. Describe the advantages and disadvantages of using a computerized versus a manual accounting system.
F. Analyze cash transactions.
G. Prepare bank reconciliations.
H. Describe effective internal control procedures.
I. Prepare transactions for a merchandising business in an accounting system.

REQUIRED TOPICAL OUTLINE

I. Accounting terminology
II. Accounting cycle for a service business
III. Accounting for cash
IV. The accounting cycle for a merchandising business

The module outcomes that will permit you to demonstrate course competencies are:

MODULE 1

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Define the accounting equation.</td>
<td>A</td>
</tr>
<tr>
<td>2  Analyze and record business transactions using debits,</td>
<td>A, B, C</td>
</tr>
<tr>
<td>credits and T-accounts.</td>
<td></td>
</tr>
<tr>
<td>3  Journalize and post transactions, complete a trial balance,</td>
<td>A, B, C</td>
</tr>
<tr>
<td>and prepare basic financial statements.</td>
<td></td>
</tr>
<tr>
<td>4  Formulate responses to ethical situations involving accounting</td>
<td>H</td>
</tr>
<tr>
<td>records and internal control.</td>
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</tr>
</tbody>
</table>
**Module 2**

**Outcomes**

1. Journalize and post adjusting entries.
2. Complete a worksheet through the preparation of financial statements.
4. Identify advantages and disadvantages of computerized and manual accounting systems.

**Competencies**

A, B, C, D

**Module 3**

**Outcomes**

1. Reconcile bank accounts and establish/replenish petty cash and change funds.
2. Calculate pay/deductions and maintain payroll records.
3. Record and pay payroll taxes and file government reports.
4. Explore the differences between cash basis and accrual basis accounting.

**Competencies**

A, B, C, F, G

**Module 4**

**Outcomes**

1. Record and post sales, inventory purchases, cash receipts, and cash payments.
3. Prepare entries for a perpetual inventory system.
4. Formulate responses to internal control issues involving merchandise inventory.

**Competencies**

A, B, I

**Module 5**

**Outcomes**

1. Journalize and post adjusting entries and complete a worksheet for a merchandise company.
2. Journalize and post closing entries, prepare financial statements, and create a post-closing trial balance for a merchandise company.
3. Record reversing entries.
4. Formulate responses to ethical situations involving internal control.

**Competencies**

A, B, D, I
GRADING AND EVALUATION

METHODS
Evaluation includes a combination of discussion participation, assignments, and exams. A rubric is provided for the discussions.

GRADING POLICIES
To do well in this course, be sure to follow these guidelines:

- Mark the module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. Late assignments will not be accepted without prior approval.
- This class is NOT self-paced and is not open-entry, open exit.
- Exams have specific due dates and the course continues at a pace that allows you to complete all materials within one semester.
- You should commit to regular study and communication time online. It may be helpful to choose specific days and times each week to work on this course; stick to that schedule as you would for an in-person class.
- If you have a question concerning any of the learning concepts presented in this course, please email your instructor.

ACCOUNTING DEPARTMENT LATE WORK POLICIES
The Accounting Department Policy allows one graded item per semester to be submitted after the due date. A 50% penalty is normally assessed on this late work. Since this is a one-time exception, be sure to plan accordingly. All graded work must be submitted by the last day of the semester.

SUMMARY OF GRADING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
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</thead>
<tbody>
<tr>
<td>Introductory Assignment</td>
<td>10</td>
<td>1%</td>
</tr>
<tr>
<td>Discussions (10 @ 20 points each)</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Chapter Assignments (12 @ 20 points each)</td>
<td>240</td>
<td>24%</td>
</tr>
<tr>
<td>Mini Practice Set</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Exams (5 @ x 100 points each)</td>
<td>500</td>
<td>50%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1000</td>
<td>100%</td>
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</tbody>
</table>

Grading Scale
A = 90 to 100%  B = 80 to 89%  C = 70 to 79%  D = 60 to 69%  F = 59% and below
**DISCUSSIONS**

Two discussions are required for each module. The first one features situations and special topics found in accounting. The second one focuses on concepts from our eText. Please be sure to follow the grading rubric attached to the discussion to get the maximum points allowed.

**ASSIGNMENTS**

Two required problems are assigned for each chapter, plus optional practice exercises. In addition, the Mini Practice Set is required as well as a short introductory assignment. All assignments must be completed in Pearson MyLab and can be accessed through the Content tab.

Two attempts will be allowed for each assignment and the highest score will be used for grading. Each problem will be presented on Pearson MyLab using numbers that are similar but not exactly the same as your eText. The numbers on the second attempt will NOT be the same as the first attempt. The assignments are not timed and there is no point reduction for the second attempt. The completion of at least one attempt is required.

**EXAMS**

Five module exams are required for this course and can be found on Pearson MyLab. Each exam is worth 100 points and includes 50 multiple choice questions. Exams are open book / open notes. One attempt lasting up to 90 minutes (1 ½ hours) is allowed.

**OPTIONAL PRACTICE ITEMS**

These are optional assignments for practice only and are not required. Any points earned will be reflected in MyLab Accounting Results under Pearson MyLab/eText. However, they will not be included in the grade calculation, which can be viewed in the D2L Gradebook, from the Grades Tab in the D2L Navigation Bar.
COURSE SCHEDULE

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, discussions, quizzes, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module Assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

MODULE 1

<table>
<thead>
<tr>
<th>Reading/Assignments/Exams</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Read eText Chapters 1, 2, and 3 plus the M1 Exploration</td>
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<tr>
<td>M1 Ch 1-3 Practice and M1 Practice Exam (Optional)</td>
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<tr>
<td>M1 Intro Discussion (Optional)</td>
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<tr>
<td>M1 Discussion 1 (Required): Workplace Ethics</td>
<td></td>
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<tr>
<td>M1 Discussion 2 (Required): Basic Accounting Concepts</td>
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<tr>
<td>M1 Ch 1 Intro Assignment (Required): Concept Checks 1, 4, 6</td>
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<tr>
<td>M1 Ch 1 Assignment (Required): Problems 1A-3, 1A-4</td>
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<tr>
<td>M1 Ch 2 Assignment (Required): Problems 2A-2, 2A-3</td>
<td></td>
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<tr>
<td>M1 Ch 3 Assignment (Required): Problems 3A-1, 3A-3</td>
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<tr>
<td>M1 Exam (Required)</td>
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</tbody>
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Module 2

Reading/Assignments/Exams

Due Dates
Read eText Chapters 4 and 5 plus the M2 Exploration
M2 Ch 4-5 Practice and M2 Practice Exam (Optional)
M2 Discussion 1 (Required): Computers in Accounting
M2 Discussion 2 (Required): End of Period Accounting
M2 Ch 4 Assignment (Required): Problems 4A-2, 4A-3
M2 Ch 5 Assignment (Required): Problems 5A-1, 5A-2
M2 Mini Practice Set (Required): Mini PS Part 1, Mini PS Part 2
M2 Exam (Required)

Module 3

Reading/Assignments/Exams

Due Dates
Chapters 6, 7, and 8 plus the M3 Exploration
M3 Ch 6-8 Practice and M3 Practice Exam (Optional)
M3 Discussion 1 (Required): Cash Versus Accrual
M3 Discussion 2 (Required): Payroll and Cash Issues
M3 Ch 6 Assignment (Required): Problems 6A-1, 6A-3
M3 Ch 7 Assignment (Required): Problems 7A-2, 7A-4
M3 Ch 8 Assignment (Required): Problems 8A-3, 8A-4
M3 Exam (Required)

Module 4

Reading/Assignments/Exams

Due Dates
Read eText Chapters 9 and 10 plus the M4 Exploration
M4 Ch 9-10 Practice and M4 Practice Exam (Optional)
M4 Discussion 1 (Required): Internal Controls and Inventory
M4 Discussion 2 (Required): Merchandising Issues
M4 Ch 9 Assignment (Required): Problems 9A-1, 9A-2
M4 Ch 10 Assignment (Required): Problems 10A-2, 10A-4
M4 Exam (Required)
Module 5

Reading/Assignments/Exams

<table>
<thead>
<tr>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Read eText Chapters 11 and 12 plus the M5 Exploration</td>
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<tr>
<td>M5 Ch 11-12 Practice and M5 Practice Exam (Optional)</td>
</tr>
<tr>
<td>M5 Discussion 1 (Required): Ethics in Business</td>
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<tr>
<td>M5 Discussion 2 (Required): Completing the Merchandising Cycle</td>
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<tr>
<td>M5 Ch 11 Assignment (Required): Problems 11A-1, 11A-3</td>
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<tr>
<td>M5 Ch 12 Assignment (Required): Problems 12A-1, 12A-2</td>
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<tr>
<td>M5 Exam (Required)</td>
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Last modified 8/8/2019 tlt