

Common Course Outline
ACCT 101
Principles of Accounting I
3 Credits

Community College of Baltimore County

Description

ACCT 101 – Principles of Accounting I provides in-depth study of the accounting cycle for sole proprietorships including record-keeping, preparation of financial statements, and the theory of accounts; uses computer technology and problem-solving techniques to supplement class work.

3 Credits

Pre-requisites: ACLT 052 or ACLT 053; MATH 081

Overall Course Objectives

Upon completion of this course students will be able to:

1. define and apply basic generally-accepted accounting principles; e.g., cost, revenue recognition, matching and full disclosure; and assumptions; e.g., going-concern, monetary unit, time period and business entity;
2. analyze business transactions and apply the mechanics of double-entry bookkeeping;
3. prepare a trial balance;
4. analyze and journalize adjusting and closing entries;
5. prepare a set of financial statements: income statement, statement of owner's equity, and a balance sheet;
6. compute and analyze financial ratios;
7. compute cost of goods sold and gross profit and explain their relevance to the financial statements;
8. analyze and record transactions for merchandise purchases and sales;
9. compute inventory in a perpetual system using the methods of specific identification, first-in, first-out (FIFO), last-in, last-out (LIFO), and weighted average;
10. identify the principles and components of accounting information systems;
11. define internal control and identify its purpose and principles;
12. prepare a bank reconciliation;
13. apply accounting procedures to estimate uncollectible accounts receivable;
14. compute the cost of plant assets;
15. compute and record depreciation using the straight-line, declining-balance, and units-of-production methods;
16. distinguish between revenue and capital expenditures;
17. journalize asset disposal through discarding or selling an asset;
18. identify important characteristics of liabilities and their classification; and
19. journalize basic payroll entries.

Major Topics

- I. Accounting in Business
 - A. Fundamentals of Accounting
 - B. Transaction Analysis and the Accounting Equation
 - C. Financial Statements
- II. Analyzing and Recording Transactions
 - A. Analyzing and Recording Process
 - B. Analyzing and Processing Transactions
 - C. Trial Balance
- III. Adjusting Accounts and Preparing Financial Statements
 - A. Timing and Reporting
 - B. Adjusting Accounts
 - C. Preparing Financial Statements
- IV. Completing the Accounting Cycle
 - A. Work Sheet as a Tool
 - B. Closing Process
 - C. Accounting Cycle
 - D. Classified Balance Sheet
- V. Accounting for Merchandising Operations
 - A. Merchandising Activities
 - B. Accounting for Merchandising Purchases
 - C. Accounting for Merchandise Sales
 - D. Completing the Accounting Cycle
 - E. Financial Statement Formats
- VI. Inventories and Cost of Sales
 - A. Inventory Basics
 - B. Inventory Costing under a Perpetual System
 - C. Valuing Inventory at Lower of Cost or Market (LCM)
 - D. Effects of Inventory Errors
- VII. Accounting Information Systems
 - A. Fundamental System Principles
 - B. Components of Accounting Systems
 - C. Special Journals in Accounting
 - D. Technology-Based Accounting Systems
- VIII. Cash and Internal Controls
 - A. Internal Controls
 - B. Control of Cash
 - C. Banking Activities as Controls
- IX. Accounting for Receivables
 - A. Accounts Receivable
 - B. Notes Receivable
 - C. Disposal of Receivables
- X. Plant Assets, Natural Resources and Intangibles
 - A. Cost Determination
 - B. Depreciation
 - C. Additional Expenditures

- D. Disposals of Plant Assets
- E. Natural Resources and Intangible Assets
- XI. Current Liabilities and Payroll Accounting
 - A. Characteristics of Liabilities
 - B. Known Liabilities
 - C. Estimated Liabilities
 - D. Contingent Liabilities

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member, but will include the following:

- A minimum of ten (10) graded assignments that provide appropriate feedback of the student's mastery of applications and concepts.
- Three (3) examinations that include practical applications.
- A comprehensive final exam that will count at least 10% of the course grade.

Written Assignments: Students are required to utilize appropriate academic resources. Evaluation of student performance will include some formal and/or informal writing assignments that contribute to the mastery of writing within the discipline of accounting. The individual faculty member will determine the specific writing assignments that demonstrate one or more of the following abilities as appropriate to the course content: apply procedures, explain concepts, analyze financial data, or summarize current business events.

Other Course Information

- This course is the first course in a two-course sequence (ACCT 102).
- This course is taught in a computerized environment.
- Students will be expected to have regular access to a required textbook and such additional learning material as an instructor may assign.
- The instructor may arrange for guest lecturers, audio/visual presentations, and/or attention to current events as a part of the course content.
- The instructor will be available to assist students during regular office hours, by telephone, and via Blackboard.
- Individual faculty members may add course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.