



## **SYLLABUS**

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### **CATALOG DESCRIPTION**

This course gives the student a solid foundation in generally accepted accounting principles beginning with basic double-entry concepts, classification of accounts, preparation of financial statements, special-purpose journals, and the measurement and reporting of assets and current liabilities. Emphasis is on the sole proprietorship, including both service and merchandising entities. [NM Common Course Number: ACCT 2113, Business Transfer Module]

**Prerequisites:** Completion of Math-096 and RDNG-113 or appropriate Math and Reading Accuplacer scores.

**Semester Offered:** Fall, Spring, & Summer

#### ***Common Student Learning Outcomes***

*Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...*

##### **BROAD AND SPECIALIZED LEARNING**

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

##### **CRITICAL THINKING**

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

##### **CULTURAL AND CIVIC ENGAGEMENT**

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

##### **EFFECTIVE COMMUNICATION**

Students will exchange ideas and information with clarity in multiple contexts.

##### **INFORMATION LITERACY**

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

##### **INTEGRATING TECHNOLOGIES**

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

*Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.*

### **Course Learning Outcomes**

Upon successful completion of the course, the student will be able to...

- I. Discover the purpose and importance of accounting information and measurement systems for both internal and external decision makers in the "Information Age".
- II. Explore Generally Accepted Accounting Principles (GAAP), standards, concepts and assumptions that are fundamentals of accounting.
- III. Analyze and record transactions and events utilizing the accounting equation.
- IV. Define debits and credits and understand their role in double-entry accounting using
- V. T-accounts as a tool.
- VI. Prepare and understand the content / purpose of the four basic financial statements.
- VII. Explain accrual accounting and how it makes financial statements more useful.

- VIII. Learn how reporting merchandising activities differs from reporting service activities –valuation of merchandise inventory and interpretation of cost flows and operating activities.
- IX. Study accounting information systems, the use of special journals and subsidiary ledgers, and technology-based systems.
- X. Understand the purpose, policies and procedures of internal control and how this relates to accounting for cash and banking activities.
- XI. Realize how companies account for and report current and long-term assets and current
- XII. liabilities - including those related to payroll.
- XIII. Describe the accounting concepts and procedures for the basic transactions of partnerships.
- XIV. Compute and describe the usage of financial ratios in analyzing company performance.

## Specific Learning Outcomes

Upon successful completion of the course, the student will be able to...

1. Identify the users and uses of accounting information and characteristics of business
2. Explain why ethics are crucial to accounting
3. Define and interpret the accounting equation and each of its components
4. Explain, define and apply generally accepted accounting principles
5. Record transactions in a journal, post entries to a ledger and prepare and explain the use of a trial balance
6. Identify and prepare the Income Statement, Statement of Changes in Owner's Equity and Balance Sheet and explain how they interrelate
7. Understand accrual basis accounting versus cash basis accounting. Prepare and explain adjusting entries and how financial statements are prepared from the adjusted trial balance
8. Prepare a work sheet and explain its usefulness in preparing adjusting entries, the adjusted trial balance, closing entries and the post-closing trial balance – completion of the accounting cycle
9. Analyze and record merchandise purchases and sales transactions using a perpetual inventory system. Explain the adjusting and closing process for merchandisers
10. Define and prepare multiple-step and single-step income statements
11. Compute the lower of cost or market amount of inventory
12. Describe the use of controlling accounts and prepare and prove the accuracy of subsidiary ledgers
13. Journalize and post transactions using special journals and understand why special journals are used
14. Identify fundamental principles and components of accounting information systems and explain how technology-based information systems impact accounting
15. Apply internal control to cash receipts and disbursements and prepare a bank reconciliation
16. Explain and record petty cash transactions
17. Apply the direct write-off and allowance methods to account for accounts receivable
18. Describe a note receivable and computation of its maturity date and interest
19. Explain, compute and record depreciation using the straight-line, units-of-production and declining-balance methods - along with depletion of natural resources and amortization of intangible assets
20. Account for asset disposal through discarding, selling and exchanging an asset
21. 2Compute and record employee payroll deductions and liabilities – along with employer payroll expenses and liabilities
22. Account for estimated and contingent liabilities
23. Prepare entries for partnership formation, income and loss allocation, admission and withdrawal and liquidation
24. Experience and evaluate the specific purpose of numerous financial ratios, most often used in combination, when analyzing company performance

In order to challenge this course, the student must successfully pass a comprehensive exam covering the course-related material.