

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS 109 – ELEMENTARY ACCOUNTING

3 hours lecture, 3 units

Catalog Description

Introduction to elementary accounting principles. Includes journals, ledgers, worksheets and financial statements for the single proprietorship. Designed for the clerical employee or for those who do not intend further study of accounting. No credit if taken after BUS 120.

Prerequisite

None

Course Content

- 1) Fundamentals of double-entry accounting; journalizing, posting and preparation of financial statements. Special journals: purchasing, sales, cash receipts, and cash disbursements. Accounting for service and merchandising businesses. Adjusting and closing entries. Worksheets. Payroll accounting.
- 2) Provides a sound understanding of why things are done rather than solely concentrating upon the mechanical aspects of how the entries are made in the financial records. Limited time will be spent on the more complex aspects of elementary accounting including adjusting and closing entries, reducing the depth of study and the redundancy in the mechanical aspects of accounting.

Course Objectives

Students will be able to:

- 1) Demonstrate a general understanding of basic accounting principles and our business-economic system.
- 2) Perform record-keeping activities with a better understanding of their relationship to the entire accounting process.
- 3) Develop proper work habits and understand the significance of neatness, accuracy, promptness, and systematical work in the accounting profession and business in general.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Quizzes, final exam
- 2) Homework assignments
- 3) Oral questioning

Special Materials Required of Student

None

Minimum Instructional Facilities

Smart classroom

Method of Instruction

- 1) Lecture and discussion
- 2) Demonstration
- 3) Integrated (textbook) practice sets
- 4) Frequent short quizzes as a teaching tool

Out-of-Class Assignments

- 1) Reading assignments
- 2) Short writing assignments
- 3) Short research assignments

Texts and References

- 1) Required (representative examples): Kamoroff, *Small Time Operator: How to start your own business, keep your books, pay your taxes, and stay out of trouble*, 13th Edition, Taylor Trade Publishing, 2013.
- 2) Supplemental: None

Student Learning Outcomes

Students successfully completing the course will be able to:

- 1) Explain the basics of each of the primary financial statements, Income Statement, and Statement of Owners Equity. The explanations will include both structure and term definition.
- 2) Demonstrate basic interpretation of financial statements including fundamental ratio analysis.
- 3) Apply the basic concepts of double-entry bookkeeping principles.
- 4) Complete the accounting cycle for a company organized as a proprietorship which sells services and/or products.