



## Official Course Outline

**Course Prefix/Number/Title:** ACC 100 Introduction to Bookkeeping

**Credit Hours:** 5      **Lecture Hours:** 4      **Lab Hours:** 2      **Total Contact Hours:** 6

**Prerequisites(s):** None      **Co-requisite(s):** None

### Course Description:

Presents the accounting cycle, focusing on the routine recording of data in journals and ledgers. Includes payroll preparation and practical procedures.

### Course Objectives:

- Apply the principles and practices of financial accounting
- Analyze business transactions
- Identify and use source documents
- Work through the various steps of the accounting cycle
- Identify the differences between cash and accrual bases of accounting
- Identify the differences between bookkeeping for service and merchandise firms
- Identify components for payroll accounting

### Course Content:

- Accounting Process
- Double-entry Framework
- Journalizing Transactions, Adjustments, and Closing Entries
- Ledger Posting
- Trial Balance Preparation
- Financial Statements
- Cash Receipts and Disbursements
- Banking Procedures
- Payroll Accounting: Employee Earnings and Deductions; Employer Payroll Taxes
- Cash Basis Accounting for a Service Enterprise
- Merchandise Accounting: Source Documents, Purchases, Sales, Cost of Goods Sold, and Gross Margin
- Accrual Basis Accounting for a Retail Business
- End of Fiscal Period Work: the Work Sheet, Adjusting Entries, Financial Statements, and Closing Procedures

### Additional Information:

This course is not intended for transfer.