

CLASS NUMBER AND NAME:	AC160A FUNDAMENTALS OF ACCOUNTING IA
TOTAL CLOCK HOURS / UNITS:	25 Hours / 2.5 Units
PREREQUISITES:	None
TEXTS AND MATERIALS:	<i>College Accounting</i> , 13 th Edition, by John E. Price, M. David Haddock, and Michael Farina; McGraw-Hill Publishing Company <i>Working Papers, Study Guide</i> <i>Student Guide for QuickBooks Pro</i> 1 Jump Drive
CLASS DESCRIPTION:	Basic theory of accounting covering the accounting cycle, the recording of transactions in journals and ledgers, preparation of financial statements, adjusting and closing procedures.
CLASS OBJECTIVES:	<ol style="list-style-type: none">1. To analyze business transactions in terms of the accounting equation, using double-entry bookkeeping.2. To journalize and post to the general ledger.3. To prepare basic financial statements.4. To record adjusting and closing entries.
CLASS FORMAT OVERVIEW:	The material will be presented in a lecture-discussion format, and students should be prepared to present solutions to the exercises and problems at the end of each chapter. Each student is scheduled in a lab hour where a teacher or lab assistant is available to answer questions.
REQUIREMENTS:	The assignments selected for grading must be turned in according to the instructor's schedule. The instructor will check the graded problems for accuracy, form, and neatness. Any late assignments will be penalized 10%.

TESTING AND FINAL GRADE:

Tests must be taken on the scheduled day. A 10% penalty will be assessed for late tests. Exceptions may be made at the instructor's discretion. There are two tests that must be taken to satisfactorily complete the course. The final grade for the class will be based 70% on test scores and 30% on instructor's course requirements.

GRADING POLICIES:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

ANTICIPATED LEARNING
OUTCOMES:

1. Learn all the steps of the accounting cycle as they relate to sole proprietorships.
2. Journalize business transactions in the General Journal, post to the General Ledger, and take a Trial Balance.
3. Prepare the Income Statement, Statement of Owner's Equity, Balance Sheet and record adjusting and closing entries.
4. Understand the connection between an accounting software program and manual accounting.
5. The student must demonstrate attainment of these Learning Outcomes by earning a passing score on the tests. The minimum passing score is a D.

CLASS SCHEDULE:

See Accompanying Schedule for Daily Assignments

AC160A:

Chapters 1 – 6

Test 1 - Chapters 1 - 3

Test 2 - Mini-Practice Set 1 Test

CONFERENCES:

Please see instructor.

Fundamentals of Accounting IA -AC160A

5 Week	6 Week	3 Week	Topics	Assignments	Due Dates
Week 1	Week 1	Week 1	Chapter 1 The Language of Business	Read Chap 1 Intro to QuickBooks	
	Week 2		Chapter 2 Analyzing Business Transactions	Read Chap 2 Prob. 2-1B Prob. 2-2B Prob. 2-3B Prob. 2-4B	
Week 2	Week 3	Week 2	Chapter 3 Analyzing Business Transactions Using T-Accounts	Read Chap 3 Prob. 3-4B Prob. 3-5B QuickBooks Tour, Overview, Restore & Backup Chapter 1 – 3 Test	
Week 3	Week 4		Chapter 4 General Journal and General Ledger	Read Chap 4 Prob. 4-1B Prob. 4-2B QuickBooks – Prob. 4-4A Start Mini-Practice Set	
Week 4	Week 5	Week 3	Chapter 5 Adjustments & the Worksheet	Read Chap 5 Prob. 5-1B Prob. 5-4B QuickBooks – Prob. 5-4A	
Week 5	Week 6		Chapter 6 Closing Entries & Post Close Trial Balance	Read Chap 6 Prob. 6-2B Prob. 6-4B Min-Practice Set Due	

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.