

CLASS NUMBER AND NAME: AC160B FUNDAMENTALS OF ACCOUNTING IB

TOTAL CLOCK HOURS / UNITS: 25 Hours /2.5 Units

PREREQUISITES: AC160A Fundamentals of Accounting IA

TEXTS AND MATERIALS: *College Accounting*, 12th Edition, by John E. Price, M. David Haddock, and Michael Farina;
McGraw-Hill Publishing Company
Working Papers, Study Guide
Student Guide for QuickBooks Pro
1 Jump Drive

CLASS DESCRIPTION: Theory of accounting for a merchandising enterprise involving special journals, bank reconciliations, and payroll.

CLASS OBJECTIVES:

1. To record sales and purchases.
2. To perform payroll computations and complete payroll reports.

CLASS FORMAT OVERVIEW: The material will be presented in a lecture-discussion format. The student 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. Record transactions relating to a merchandising business in a sales, purchases, cash receipts, or cash payments journal.
2. Understand the process of recording in the subsidiary ledger and reporting the outcomes.
3. Complete bank reconciliations and petty cash transactions.
4. Calculate payroll, journalize payroll transactions, and report the results.
5. Demonstrate attainment of the Learning Outcomes by earning a passing score on the tests and by earning a minimum passing grade of a D for the course.

CLASS SCHEDULE:

See Accompanying Schedule for Daily Assignments

AC160B: Test 1 Chapter 7, 8, 9
 Test 2 Chapters 10 & 11

CONFERENCES:

Please see instructor.