

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:	<i>College Accounting</i> , 13 <sup>th</sup> 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:	Theory of accounting for a merchandising enterprise involving special journals, bank reconciliations, and payroll.
CLASS OBJECTIVES:	<ol style="list-style-type: none"><li>1. To record sales and purchases.</li><li>2. To perform payroll computations and complete payroll reports.</li></ol>
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.

## Fundamentals of Accounting IB-AC160B

5 Week	6 Week	3 Week	Topics	Assignments	Due Dates
Week 1	Week 1	Week 1	Chapter 7 Sales & Accounts Receivable	Read Chap 7 Prob. 7-3B	
	Week 2			Prob. 7-4B QuickBooks Special Journals QuickBooks Prob. 7-4A	
Week 2	Week 3	Week 2	Chapter 8 Purchases and Accounts Payable	Read Chap 8 Prob. 8-2B Prob. 8-3B Prob. 8-4B QuickBooks Prob. 8-4A	
Week 3	Week 4		Chapter 9 Cash Receipts, Cash Payments, and Banking Procedures	Read Chap 9 Prob. 9-1B Prob. 9-2B Prob. 9-3B Prob. 9-4B Prob. 9-5B Prob. 9-6B Chapter 7, 8, 9 Test	
Week 4	Week 5	Week 3	Chapter 10 Payroll Computations, Records, and Payment	Read Chap 10 Prob. 10-1B Prob. 10-4B	
Week 5	Week 6		Chapter 11 Payroll Taxes, Deposits, and Reports	Read Chap 11 Prob. 11-2B Prob. 11-3B Prob. 11-4B Prob. 11-5B Chapter 10 & 11 Test	

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