
CHESAPEAKE COLLEGE
Wye Mills, MD 21679

ACC 103 Principles of Accounting I

[Course of Study](#)

Instructor: Larry Hearn

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course e-
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Office: T-109, Wye Mills
Campus

Office hours: Monday 9:00-10:00 a.m.

12:45 a.m. - 2:15 p.m.
Wednesday 9:00-10:00 a.m.
12:45 a.m. - 2:15 p.m.

Other meeting times available by appointment

[Course Description](#)

This is an introductory course on the principles, practices, and techniques of accounting, with special emphasis on the basic accounting functions for proprietorship and partnership organizations. Prerequisite--none.

[Statement of Goals](#)

1. To acquaint the student with the functions of accounting and the accountant.
2. To provide the student with the terms and concepts of accounting.

3. To provide understanding in related methods of handling transactions in the financial records.
4. To give the student a background in the preparation and interpretation of financial statements.
5. To introduce the student to the use of accounting software.
6. To serve as a foundation for further study in the field of accounting.

Learning Outcomes

Upon completion of this course, the student should know or be able to do the following things.

Financial Reporting and the Accounting Cycle

1. Define accounting.
2. Explain the aim and influence of accounting in the information age.
3. Identify and describe the three major activities in organizations.
4. Identify users and uses of accounting.
5. Explain why ethics and social responsibility are crucial to accounting.
6. Identify opportunities in accounting and related fields.
7. Describe income and its two major components.
8. Explain the relationship between return and risk.
9. Compute and interpret return on investment.
10. Understand "GAAP".
11. Prepare simple financial statements.
12. Understand balance sheet equation and effects of transactions on the equation.

13. Understand components of financial statements
14. Define types of business organizations.
15. Define accounts and those commonly used.
16. Explain mechanics of double entry accounting and why transactions are recorded. with equal debits and credits.
17. Explain accounting process.
18. Describe need for adjusting process at the end of the accounting period.
19. Adjusting the accounts.
20. Describe adjusted trial balance.
21. Prepare financial statements from adjusted trial balance.
22. Describe accrual vs. cash-basis accounting.
23. Describe classified balance sheet items.
24. Prepare work sheet for a service-type business.
25. Prepare closing entries.
26. Prepare post-closing trial balance.
27. Introduce corporation accounting.
28. Describe complete accounting cycle.

Accounting for Operating Activities

29. Describe accounting for merchandising concern.
30. Describe perpetual and periodic inventory systems.

31. Compare journal entries under periodic and perpetual inventory systems.

32. Explain treatment of first-in, first-out and last-in, first-out using perpetual systems.

33. Assign costs to inventory items.

34. Explain "LCM" for inventories.

35. Estimate ending inventories using retail method.

36. Estimate ending inventories using gross profit method.

Accounting for Investing and Financing Activities

37. Describe concept of internal control

38. Explain when internal controls are needed

39. Describe internal controls over cash

40. Describe petty cash fund

41. Prepare bank reconciliation

42. Record credit card sales

43. Prepare entries to account for bad debts

44. Describe promissory notes and related entries

45. Calculate interest

46. Discount promissory notes.

47. Dishonor a discounted promissory note.

48. Explain elements of plant asset cost.

49. Describe nature of depreciation.

50. Describe methods of depreciation.
51. Explain depreciation for partial years.
52. Dispose of plant assets.
53. Exchange plant assets (similar assets) loss/gain treatment.
54. Revise depreciation rates.
55. Examine accounting treatment of ordinary and extraordinary repairs and betterments.
56. Describe accounting treatment of natural resources including depletion.
57. Describe accounting treatment of intangibles.
58. Define and classify liabilities.
59. Examine accounting treatment of estimated liabilities.
60. Define contingent liabilities.
61. Define accounting treatment of short-term notes payable.
62. Describe concept of time value of money (TVM).
63. Describe use of TVM tables.
64. Use TVM concepts to aid in investment decisions.
65. Complete accounting tasks using computerized accounting software.

[Materials](#)

1. Wild, J.L., Larson, K.D., & Chiappetta, B. (2007). Fundamental Accounting Principles. 19th edition, by John J. Wild, Kermit D. Larson, and Barbara Chiappetta. :McGraw-Hill Higher Education.

2. Working Papers, Chapters 1-12 for above text.

3. www.mhhe.com/FAP19e

Criteria for Student Grading

Exam I	100 points
Exam II	100 points
Exam III	100 points
Final Exam	100 points
Writing Assignments	100 points
Discussions	<u>80 points</u>
TOTAL	580 points

To provide flexibility, the instructor may, at his discretion, assign other projects, papers, etc., or incorporate quizzes in the grading structure. In no event will the sum of these projects, etc., exceed 10% of the student's grade, and this 10% will be taken evenly from the exams.

Grading Scale

	<u>Percent</u>	<u>Points</u>
A	90 - 100%	522 - 580
B	80 - 89%	464 - 521
C	70 - 79%	406 - 463
D	60 - 69%	348 - 405
F	Below 60%	Below 348 Points

Writing Assignments :

Ethics are very important in the accounting field. Individuals and entities must be able to trust and rely on information prepared by accountants. Students are required to complete ten (10) ethics challenge cases in order to become acquainted with a few of the ethical dilemmas that accountants can be faced with. Ethics challenge cases are found at the end of each chapter in a section entitled "Beyond the Numbers." A short case will be given along with a series of questions. Answers should be numbered to correspond to the questions asked in each case. Cases will

be evaluated based upon the application of accounting principles to the case facts. Spelling and grammar will also be considered in grading cases. These assignments should be approximately one page in length and should be submitted through a link found in the [Lesson area](#). I will grade internet assignments within one week of their due date.

Due Dates: See Calendar on the homepage or “Due Dates” in the Welcome folder.

Points	Chapter
10	1
10	2
10	3
10	4
10	5
10	6
10	7
10	9
10	10
10	11

[Discussions](#)

In an online course, the Discussion area takes the place of at least some of the interaction we would have if we were in a face-to-face classroom. In Accounting 103, online discussions have two purposes.

First, the discussion area gives you a place to ask content-related questions of me and of your fellow students. Don't be shy! Please post content-related questions in the Chapter Blogs which are located in the [Lesson area](#).

Secondly, the Discussion area gives me another way to make sure that you understand the course material. For various chapters I will post a structured discussion question. I expect you to create and post a *thoughtful response* to my question, providing not only your answer but also your reasoning. You are also expected to write a *substantial reply* to

at least one of your fellow classmate's postings in each chapter. A response of "I agree" or "You did a good job on that" is not good enough. I also expect you to read the vast majority of your classmate's discussion postings in order for you to earn full credit on these assignments.

I will be reading your discussion postings at least twice a week. You will receive a total of 80 points for the quality of your discussion participation.

The discussion questions can be accessed through the chapter [Lessons](#).

Due Dates: See Calendar on the homepage or "Due Dates" in the Welcome folder.

Points	Chapter
10	1
10	2
10	3
10	4
10	8
10	5
10	9
10	10

[Homework Policy](#)

A detailed listing of course requirements can be found in the chapter [Lessons](#). Ethics Challenge cases and discussion questions will be graded.

The majority of student learning in an accounting class takes place through the completion of problems. Therefore, for each chapter, students will complete ungraded exercises and problems. Solutions to ungraded problems and exercises are located in a folder in the chapter [Lessons](#). Redo any problems and exercises that you have difficulty with. The ability to complete the exercises and problems without the aid of the solutions is a good indication that the student understands the chapter material. Therefore, students may need to complete the assignments more than once in order to have a good understanding of

chapter concepts. (Remember, problems and exercises are for self-study and are not to be turned in.)

Exams

Exams will be administered in the Chesapeake College Testing Center or other pre-approved testing site. Please contact the Testing Center at the extension listed below to have an exam sent to the Cambridge campus. Exams are to be completed on or before the posted due date. Exam questions will be primarily multiple choice and problem type. The best way in which to prepare for an exam is to redo assigned problems and exercises until proficient in their completion and to review new terms. I will post scores within one week of the due date. Contact the center at 410-822-5400, ext. 344 for hours of operation.

Note: As a convenience to the student, all exam due dates fall on a Sunday. Sunday due dates recognize that students may not be able to travel to the Chesapeake College Testing Center during the week. Understand that this policy does not require that exams be completed on a Sunday. They must be completed on or before the Sunday due date.

Due Dates: See Calendar on the homepage or “Due Dates” in the Welcome folder.

Points	Chapter
100	1-2
100	3-4, 8
100	5-7
100	9-11, App B

Withdrawal

In order to withdraw from any Chesapeake College course a student must complete a withdrawal form in the Registration Office.

Students with Disabilities

Students with Disabilities seeking services or accommodations through Chesapeake College must disclose the need for these services or accommodations to the Office of Disability Services. Given sufficient notice and proper documentation, the College will provide reasonable accommodations, auxiliary aids, and related services required by persons with disabilities to allow access to our programs and services, if it is not an undue burden to do so. Students requiring accommodations are urged to submit requests at least 14 days in advance of the need to use them. To be eligible for academic accommodations through Chesapeake College, a student must have a documented disability as defined by the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990. For information on eligibility, contact:

Judy Gordon
Developmental Studies Case Manager/ADA Coordinator

Phone: (410) 827-5805

FAX: (410)827-5233
jgordon@chesapeake.edu

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