

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Business Program**  
**Revision Date: 01-10-22**

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

Course Number: ACCT1200  
Course Title: Principles of Accounting I  
Prerequisite: None

Catalog Description: This course is designed to provide introductory knowledge of financial accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of equity, the statement of cash flows, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES/COMPETENCIES:** *Course will:*

- A. Demonstrate the role of accounting in business.
- B. Introduce basic financial accounting terms, concepts, and principles.
- C. Illustrate a series of transactions through the accounting cycle.
- D. Model the recording and reporting of transactions for service and merchandising businesses.
- E. Model the recording and reporting of transactions for a corporation.
- F. Illustrate the preparation and analysis of financial statements.
- G. Discuss ethics in accounting.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Students will be able to:*
  - 1. Demonstrate an understanding of accounting and business.
  - 2. Prepare journal entries.
  - 3. Prepare a trial balance, adjusting entries, and financial statements.
  - 4. Complete the closing process in the accounting cycle.
  - 5. Account for receivables.
  - 6. Analyze and record inventory transactions.
  - 7. Utilize generally accepted accounting principles to account for investments in tangible and intangible operating assets, long-term debt, and equity financing arrangements.
  - 8. Develop, analyze, and interpret financial statements for businesses.
  - 9. Define ethics and explain why they are important to accounting.
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 3: Critical Thinking & Problem Solving
  - Outcome 2: Synthesize information to arrive at reasoned solutions to problems.

**IV. CONTENT/TOPICAL OUTLINE**

- A. Introduction to Accounting and Business
  - 1. The nature of a business

2. The role of accounting in business
  3. Business ethics and ethical conduct
  4. The profession of accounting
  5. Accounting principles and practice
  6. GAAP and IFRS
  7. The accounting equation and elements of the equation
  8. Business transactions
  9. Financial statements
- B.** Analyzing and Recording Transactions
1. Characteristics of an account
  2. Chart of accounts
  3. Normal balances of accounts
  4. Rules of debit and credit
  5. Analyzing and recording transactions
  6. Preparing a trial balance
  7. The usefulness and limitations of a trial balance
  8. Discovering and correcting errors in recording transactions
- C.** Accrual Accounting and the Adjusting Process
1. Cash vs. Accrual Accounting
  2. The adjusting process and adjusting entries
  3. The fiscal year and the natural business year
- D.** Completing the Accounting Cycle
1. Preparing financial statements
  2. The closing process and closing entries
  3. Post-closing trial balance
- E.** Accounting for Inventory
1. Perpetual vs. periodic inventory systems
  2. Inventory transactions.
  3. Financial statements for a merchandising business
  4. Adjusting and closing entries for a merchandising business
  5. Internal control of inventories
  6. The effect of inventory errors on the financial statements
  7. Inventory cost flow assumptions
  8. Alternate inventory valuation methods
- F.** Cash
1. Cash and cash equivalents
  2. Internal control of cash
  3. Bank reconciliation
  4. Petty Cash
- G.** Receivables
1. Classifications of receivables
  2. Internal control of receivables
  3. Accounting for uncollectible accounts
  4. Accounting for notes receivable
- H.** Fixed Assets and Intangible Assets
1. Characteristics of fixed assets
  2. Accounting for depreciation
  3. Capital expenditures vs. revenue expenditures
  4. Disposal of fixed assets
  5. Internal controls of fixed assets
  6. Natural resources and depletion
  7. Intangible assets and amortization
- I.** Liabilities
1. Characteristics of liabilities

2. Short-term notes payable and other current liabilities
  3. Contingent liabilities
  4. Bonds payable and other long-term liabilities
- J.** Stockholder's Equity
1. Characteristics of a corporation
  2. Sources of paid-in capital
  3. Issuing stock
  4. Other topics in corporate accounting
- K.** Statement of Cash Flows
1. Purpose of statement of cash flows
  2. Recognizing cash inflows and outflows
  3. Indirect vs. direct
- L.** Financial Statement Analysis
1. Basic ratios and analysis

## **V. INSTRUCTIONAL MATERIALS**

- A.** Required Text: Wild and Shaw. *Financial and Managerial Accounting*. Current Edition. (McGraw-Hill). Options:
1. DDA – Direct Digital Access. You will have access to your digital course materials on the first day of class! The SCC Bookstore has worked with publishers to get your course materials at the lowest cost. These materials are required by your instructor. If you decide that you don't want to participate, you will need to OPT-OUT of the program and be sure that you're obtaining the material on your own. If you stay opted in, you will be charged a reduced price for a digital textbook (E-book) and required code. The book charges go directly to your account at SCC for you to pay. If you would also like to own a paper copy of the book you can purchase a loose-leaf copy at a much-reduced cost at the SCC bookstore, but only if you stay Opted-In to the Direct Digital Access program. 6-month access to Connect.
  2. Softbound with ConnectPlus Software – 18 month access
  3. Loose Leaf book: Available two-four weeks after course begins at SCC Bookstore
  4. ConnectPlus Software – 18 month access to Connect– includes E-book
- NOTE:** Chapters covered in ACCT1200 Principles of Accounting I - Chapters 1 – 13. This book is also used for ACCT1210 Principles of Accounting II. Contact your Accounting instructor before you purchase your book, if you are unsure of which book to purchase. Used books do not usually include access to Connect.
- B.** Instructor will utilize working papers and/or online homework management systems.

## **VI. METHODS OF PRESENTATION**

- A.** Methods of presentation and delivery format are determined by the instructor. They traditionally include some combination of the following:
1. Lecture
  2. Class discussion
  3. Presentation and discussion of solutions to problems and exercises
  4. Web delivery

## **VII. METHODS OF EVALUATION**

- A.** Methods of evaluation are determined by the instructor. Evaluation traditionally includes some combination of the following.
1. Unit tests
  2. Comprehensive final exam
  3. Quizzes, assignments, and projects
- B.** Students will receive a course outline/syllabus indicating the instructor's specific attendance policy, course requirements, and grading criteria.
- C.** SCC STANDARD GRADING SCALE POLICY:

|    |        |    |          |
|----|--------|----|----------|
| A+ | 95-100 | C+ | 75-79    |
| A  | 90-94  | C  | 70-74    |
| B+ | 85-89  | D+ | 65-69    |
| B  | 80-84  | D  | 60-64    |
|    |        | F  | Below 60 |

#### **VIII. SPECIFIC COURSE REQUIREMENTS**

- A.** Course Prerequisite: Previous accounting course work recommended (i.e. OFFT1310)
- B.** Grade Requirement: C, if taking a higher-level Accounting course with ACCT1200 as a pre-requisite and/or if transferring credit to a four year institution.
- C.** Policies and Procedures: Please review "Policies and Procedures" handout specific to this instructor.