

**SOUTHEAST COMMUNITY COLLEGE**  
**BUSINESS DIVISION**  
**Office Professional Program**  
**Revision Date: 08-19-24**

**I. CATALOG DESCRIPTION**

Course Number: OFFT1310  
Course Title: Office Accounting  
Prerequisite(s): None

Catalog Description: Introduction to basic principles of accounting for a personal service enterprise. Analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; preparing a work sheet; adjusting and closing the books; preparing an income statement, a statement of owner's equity, and a balance sheet; and working with payroll records.

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

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

- A. Provide students with a working knowledge of the basic principles of accounting as it relates to a personal service enterprise.
- B. Allow the students to apply this knowledge to practical problems dealing with analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; making a work sheet; adjusting and closing the books; making an income statement, a statement of owner's equity and a balance sheet; and working with payroll records.
- C. Introduce students to the basics of payroll.
- D. Introduce students to the basics of a merchandising business.

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

- A. Student Learning Outcomes: *Students will be able to*
  - 1. Demonstrate an understanding of basic accounting terms, business transactions, and report forms
    - a. Define chapter accounting terms
    - b. Define and apply the accounting equation correctly by completing practice problems
    - c. Record a group of business transactions involving all five elements of the fundamental accounting equation
    - d. Prepare in proper format an income statement, statement of owner's equity, and balance sheet
  - 2. Complete the basic accounting cycle
    - a. Perform the basic accounting cycle including journalizing from a two-column journal, posting to a general ledger, and preparing a trial balance given the necessary information in practice problems
    - b. Prepare an income statement, statement of owner's equity, and a balance sheet given the necessary information in a trial balance
  - 3. Complete accurately the end-of-the-year accounting activities for a service enterprise
    - a. List account classifications, balances; list the financial statements on which the accounts appear

- b. Complete a worksheet involving adjustments for a service enterprise and journalize the adjusting and closing entries
    - c. Prepare an income statement, a statement of owner's equity, and a balance sheet directly from the worksheet
  - 4. Demonstrate an understanding of bank accounts and cash funds
    - a. Complete a petty cash payment record and journalize transactions including opening and reimbursing the petty cash fund and the cash short and over account
    - b. Prepare a bank reconciliation and record the required journal entries
  - 5. Demonstrate basic payroll procedures
    - a. Calculate annual, monthly, weekly, hourly, and overtime earnings
    - b. Complete basic payroll procedures by completing practice problems
    - c. Prepare journal entries for payroll activities
  - 6. Demonstrate an understanding of sales and cash receipts
    - a. Define chapter vocabulary for a merchandising business
    - b. Calculate Sales Discounts and Sales Tax
    - c. Journalize business transactions involving sales, sales returns and allowances, sales discounts and sales tax payable in the two-column journal, posting to a general ledger and recording to the subsidiary ledger.
    - d. Complete a trial balance and a schedule of accounts receivable.
- B. General Education Learning Outcomes (GELOs)
  - 1. GELO 3: Critical Thinking & Problem Solving
    - Outcome 1: Collect, identify, interpret and analyze data.

#### IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Chapter 1 – Accounting: The Language of Business
  - 1. What is Accounting?
  - 2. Business and Accounting
- B. Chapter 2 – Analyzing Business Transactions
  - 1. Property and Financial Interest
  - 2. The Accounting Equation and Financial Statements
- C. Chapter 3 – Analyzing Business Transactions and Using T Accounts
  - 1. Transactions That Affect Assets, Liabilities, and Owner's Equity
  - 2. Transactions that Affect Revenue, Expenses, and Withdrawals
- D. Chapter 4 – The General Journal and General Ledger
  - 1. The General Journal
  - 2. The General Ledger
- E. Chapter 5 – Adjustments and the Worksheet
  - 1. The Worksheet
  - 2. Financial Statements
- F. Chapter 6 – Closing Entries and the Postclosing Trial Balance
  - 1. Closing Entries
  - 2. Using Accounting Information
- G. Chapter 7 – Accounting for Sales and Accounts Receivable
  - 1. Merchandise Sales
  - 2. Accounts Receivable
  - 3. Special Topic Merchandising
- H. Chapter 8 – Accounting for Purchases and Accounts Payable
  - 1. Merchandise Purchases
  - 2. Accounts Payable
- I. Chapter 9 – Cash Receipts, Cash Payments, and Banking Procedures
  - 1. Cash Receipts
  - 2. Cash Payments

- 3. Banking Procedures
- J. Chapter 10 – Cash Receipts, Cash Payments, and Banking Procedures
  - 1. Payroll Laws and Taxes
  - 2. Calculating Earnings and Taxes
  - 3. Recording Payroll Information

**V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s): Farina, Haddock, Price, Jeffrey. *College Accounting*, (Chapters 1-30 )Current Edition, McGraw Hill.

**VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

**VII. METHODS OF EVALUATION**

- A. 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. Grade Requirement: A grade of C (70 percent) is required if this course is a prerequisite for any other course(s) required to meet the graduation requirements of the student's program. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or high is acceptable.
- B. Computer Usage: This course may use a web component to facilitate student learning and student assessment. Basic computer skills are necessary.
- C. Additional Labs: Lab time outside of class may be required to complete assigned exercises. Computer lab schedules are available at the beginning of each new term.