

CUYAMACA COLLEGE OFFICIAL COURSE OUTLINE

BUSINESS 109 – ELEMENTARY ACCOUNTING

3 hours lecture, 3 units

Catalog Description

One-semester introduction to elementary accounting principles. Includes journals, ledgers, worksheets and financial statements for the single proprietorship. Designed for the clerical employee or for those who do not intend further study of accounting. (*May not be substituted for BUS 120 where required. Not open to students with credit in BUS 120.*)

Prerequisite

None

Course Objectives

Students will be able to:

- 1) Provide a general understanding of basic accounting principles and our business-economic system
- 2) Have the necessary background training to perform record-keeping activities with a better understanding of their relationship to the entire accounting process
- 3) Develop proper work habits and understand the significance of neatness, accuracy, promptness, and systematical work in the accounting profession and business in general
- 4) Provide exploratory and other guidance service opportunities

Special Materials Required of Student

Ruler

Minimum Instructional Facilities

Standard classroom with writing boards, desks with ample work space, overhead projector/screen

Course Content

- 1) Fundamentals of double-entry accounting. journalizing, posting and preparation of financial statements. Special journals: Purchasing, Sales, Cash Receipts, and Cash Disbursements. Accounting for service and merchandising businesses. Adjusting and closing entries. Worksheets. Payroll accounting.
- 2) Provides a sound understanding of why things are done rather than solely concentrating upon the mechanical aspects of how the entries are made in the financial records. Limited time will be spent on the more complex aspects of elementary accounting including adjusting and closing entries, reducing the depth of study and the redundancy in the mechanical aspects of accounting.

Method of Instruction

- 1) Lecture and discussion
- 2) Demonstration and periodic review of accounting cycle
- 3) Integrated (textbook) practice sets
- 4) Frequent short quizzes as a teaching tool

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Quizzes, final exam
- 2) Homework assignments
- 3) Oral questioning

Texts and References

- 1) Required:
 - a. Meigs. Accounting: The Basis for Business Decisions-Customized. McGraw-Hill.
 - b. Meigs. Accounting Study Guide (Cust. Ed.). McGraw-Hill.
- 2) Supplemental: None