

**College of Micronesia-FSM
P. O. Box 159
Kolonias, Pohnpei FM 96941**

Course Outline Cover Page

Accounting I
Course Title

AC 131
Department and Number

Course Description:

Establish a foundation for the understanding of the accounting environment, basic accounting concepts, and the accounting model. Each step of the accounting cycle is covered in detail. Also covered are the sales, purchases, cash receipts and cash payments journals and their accompanying accounts receivable and accounts payable subsidiary ledgers; cash; and preparation of financial statements.

Course Prepared by: Accounting Division

State Pohnpei-national campus

	Hours per Week		No. of Week		Total Hours		Semester Credits
Lecture	<u>3</u>	x	<u>16</u>	=	<u>48/16</u>	=	<u>3</u>
Laboratory	_____	x	_____	=	_____	=	_____
Workshop	_____	x	_____	=	_____	=	_____
Total Semester Credits						=	<u>3</u>

Purpose of Course:

Degree Requirement	
Degree Elective	
Certificate	
Remedial	
Other (workshop)	

Prerequisite Course(s) ESL089,MS098

Spensin James (SGD)
Signature, Chairperson, Curriculum Committee

12/1/98
Date Approved by Committee

Susan Moses (SGD)
Signature, President, COM-FSM

12/23/98
Date Approved by President

College of Micronesia-FSM
Course Outline
AC 131 - Accounting I

A. General Objectives

To establish a foundation for the understanding of the accounting environment, basic accounting concepts, and the accounting model. Each step of the accounting cycle is covered in detail. Also covered are the sales, purchases, cash receipts and cash payments journals and their accompanying accounts receivable and accounts payable subsidiary ledgers; cash; and preparation of financial statements.

B. Specific Objectives:

The student will be able to:

1. Identify the users, preparers, and purposes of accounting information. The student will also be able to identify the forms of business organizations and types of business transactions and prepare a balance sheet.
2. Identify and discuss the broad classes of accounts. Explain the basic purpose of the principal financial statements and the type of information contained in each. Additionally, the student will be able to prepare a simple trial balance, balance sheet, income statement, and owner's equity statement with at least 70% accuracy.
3. Describe what constitutes a business transaction. Analyze and record transactions in the general journal and post in the general ledger using the double-entry accounting system.
4. Explain the matching concept. Calculate adjustments for supplies used, rent or insurance prepaid, depreciation, wages unpaid, and income unearned at the end of the accounting period and complete the worksheet.
5. Prepare financial statements from the worksheet and journalize and post adjustments.
6. Journalize and post closing entries and prepare a post-closing trial balance.
7. Use the sales journal and post to accounts receivable and its subsidiary ledger. Be able to record sales returns and allowances and sales of assets other than merchandise on account.
8. Use the purchases journal and post to accounts payable and its subsidiary ledger. Be able to record purchases returns and allowances and purchase of assets other than merchandise on account.
9. Use the Cash Receipts and Cash Payment Journals and post to accounts receivable and account payable general and subsidiary ledgers.

10. Record cash receipts. Reconcile a bank statement and record the bank charges. Maintain a petty cash system and change fund.
11. Calculate the adjustments for merchandise inventory, deferrals, and accruals for a merchandising business and journalize and post adjusting entries.
12. Prepare and analyze financial statements; prepare and journalize closing (and reversing) entries for a merchandising business. Prepare a post-closing trial balance.
13. Record and print journal/ledger entries, trial balance and financial statements using general ledger computer software.

C. Text:

Dansby, Kaliski & Lawrence: **Paradigm College Accounting** 4th (or current) Edition, (**Chapters 1 – 10**) EMC Paradigm, St. Paul, MN; 2000. ISBN: 0763820016

Alternate Textbook for non-Business Administration majors: Dansby, Kaliski & Lawrence: **Paradigm College Accounting** 4th (or current) edition, (**Chapters 1 – 12**) EMC Paradigm, St. Paul, MN; 2000. ISBN: 0763819999.

D. Methods of Instruction:

Lectures, guest speakers, projects, practice sets, and various individual and group computer and manual assignments.

E. Course Content:

- I. Starting a Business, the Accounting Equation (Model) and the Balance Sheet
- II. T-accounts, the Income Statement and Statement of Owner's Equity
- III. Recording changes in financial position
- IV. Adjustments and the Ten-Column Worksheet
- V. Financial statements, journalizing and posting adjustments.
- VI. Journalizing and posting closing entries, post-closing trial balance
- VII. Sales Journal and Accounts Receivable general and subsidiary ledgers
- VIII. Purchases Journal and Accounts Payable general and subsidiary ledgers.
- IX. The Cash Receipts; Cash Payments; and Combined journals
- X. Cash, Bank transactions, Petty Cash, and the Change Fund
- XI. Adjustments and worksheets for a merchandising firm.
- XII. Financial statements and closing for a merchandising firm.

F. Evaluation:

Grades will be assigned based on the following percentage of total points received from exams, projects, quizzes, practice sets, class participation, and the mid-term and final exams:

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|--------|---------------|
| A..... | 90% and above |
| B..... | 80% to 89% |
| C..... | 70% to 79% |
| D..... | 60% to 69% |

F.....59% and below

G. Attendance Policy

The COM-FSM attendance policy will be observed.