**ACCT 100 Recordkeeping for Small Businesses**

Upon successful completion of this course, students will be able to:

1. Set up and organize a chart of accounts
2. Record business transactions in a journal
3. Prepare a trial balance
4. Prepare adjusting entries to record depreciation, period expenses, and accrued salaries
5. Prepare adjusted trial balance from a worksheet for a merchandise company
6. Journalize and post adjusting entries
7. Journalize and post-closing entries
8. Prepare a post-closing trial balance
9. Prepare an income statement, a statement of owner’s equity, and a balance sheet
10. Reconcile a bank statement
11. Establish and replenish a petty cash fund
12. Prepare a payroll register
13. Maintain an employee earnings record
14. Record payroll and payroll taxes

**ACCT 121 Introduction to Accounting I**

Upon successful completion of this course, students will be able to:

1. Identify the users and uses of accounting information
2. Describe the content and purpose of each of the financial statements
3. Calculate the basic accounting equation and analyze the effect of business transactions on the equation
4. Prepare and identify the usefulness of a classified balance sheet
5. Identify and compute ratios for analyzing a company’s liquidity and solvency
6. Explain the meaning of generally accepted accounting principles
7. Define an account, and debits and credits, and how they are used in the accounting system
8. Explain the meaning and uses for journals, ledgers, posting, and the trial balance
9. Describe the accrual basis of accounting
10. Determine adjusting and closing entries, and prepare the journal entries
11. Explain the principles and applications of internal controls
12. Prepare bank reconciliations
13. Prepare cash budgets
14. Explain the basics of accounting for partnerships and sole proprietorships
ACCT 122 Introduction to Accounting II

Upon successful completion of this course, students will be able to:

1. Identify and elaborate on the differences between a merchandising company and a service company
2. Prepare a multiple step income statement
3. Record purchases and sales under both a periodic and perpetual inventory system
4. Choose and apply different inventory cost flow methods and describe how they affect the financial statements and income taxes of a company
5. Explain how to apply lower-of-cost-or-market accounting rules to inventories
6. Report for and analyze receivables, including accounting for bad debts
7. Prepare entries for the acquisition, depreciation, and disposition of long-lived assets
8. Identify issues related to reporting intangible assets
9. Report for and analyze payables, including accounting for issuance and redemption of bonds
10. Compute and record payroll of a company
11. Report for and analyze stockholders’ equity, including transactions involving treasury stock and various types of dividends
13. Analyze financial statements using ratios and similar analytical tools
ACCT 201 Principles of Financial Accounting

Upon successful completion of this course, students will be able to:

1. Identify the users and uses of accounting information
2. Describe the content and purpose of each of the financial statements
3. Calculate the basic accounting equation and analyze the effect of business transactions on the equation
4. Prepare and identify the usefulness of a classified balance sheet
5. Identify and compute ratios for analyzing a company’s liquidity and solvency
6. Explain the meaning of generally accepted accounting principles
7. Define an account, and debits and credits, and how they are used in the accounting system
8. Explain the meaning and uses for journals, ledgers, posting, and the trial balance
9. Describe the accrual basis of accounting
10. Determine adjusting and closing entries, and prepare the journal entries
11. Identify and elaborate on the differences between a merchandising company and a service company
12. Prepare a multiple step income statement
13. Record purchases and sales under both a periodic and perpetual inventory system
14. Choose and apply different inventory cost flow methods and describe how they affect the financial statements and income taxes of a company
15. Explain how to apply lower-of-cost-or-market accounting rules to inventories
16. Explain the principles and applications of internal controls
17. Prepare bank reconciliations
18. Prepare cash budgets
19. Report for and analyze receivables, including accounting for bad debts
20. Describe the nature and purpose of subsidiary ledgers
21. Prepare entries for the acquisition, depreciation, and disposition of long-lived assets
22. Identify issues related to reporting intangible assets
23. Report for and analyze payables, including accounting for issuance and redemption of bonds
24. Compute and record payroll of a company
25. Report for and analyze stockholders’ equity, including transactions involving treasury stock and various types of dividends.
26. Explain the basics of accounting for partnerships and sole proprietorships
ACCT 202 Principles of Managerial Accounting

Upon successful completion of this course, students will be able to:

1. Prepare and analyze a Statement of Cash Flows
2. Analyze financial statements using ratios and similar analytical tools
3. Explain the distinguishing features of managerial accounting
4. Perform calculations to determine the cost of goods manufactured
5. Calculate and assign the cost of services and products using different costing methods and appropriate cost allocation techniques
6. Utilize cost-volume-profit analysis to evaluate business opportunities
7. Create and use budgets to help plan for and manage business operations
8. Evaluate the performance of managers, departments, and other subunits of the organization using variances, residual income, return on investment and the balanced scorecard
9. Analyze capital budgeting alternatives
10. Perform incremental analysis to assist in making business decisions
11. Utilize and understand the application of time value of money calculations
12. Report for and analyze the investments of an organization

ACCT 222 Computer Automated Accounting

Upon successful completion of this course, students will be able to:

1. Describe the QuickBooks Centers and QuickBooks Sample Company
2. Ability to back up and restore company data
3. Customize the chart of accounts to suit specific business needs
4. Create passwords and use the Reminders List
5. Utilize the checking account and check register for small business transactions
6. Make deposits, write checks and reconcile bank statements
7. Record customer transactions including creating invoices, recording sales, recording customer payments and printing customer reports
8. Record vendor transactions including creating purchase orders, paying bills, and printing vendor reports
9. Track employee time and transfer tracked time to customer invoices
11. Create a trial balance and enter adjusting entries
12. Create a number of different reports and graphs using QuickBooks
13. Export reports to Microsoft Excel software
14. Determine if errors exist and correct them
15. Prepare a complete QuickBooks set for an actual small business or not-for-profit entity
16. Locate and select relevant information on the World Wide Web that will be useful to the small business owner or manager
ACCT 225 Payroll Accounting

By the end of this course, students will be able to:

1. Describe the current minimum wage, overtime and child labor laws
2. Calculate regular and overtime wages
3. Calculate employee withholding and demonstrate an understanding of depository and reporting requirements.
5. Maintain payroll records for a business