

## OUTCOMES BASED LEARNING MATRIX

**Course: ACCT103 – Survey of Accounting**

**Department: Business Administration**

This is an accounting course designed for non-business majors. Emphasis is on record keeping systems for service and merchandising concerns. The accounting cycle through trial balance, adjustments, and financial reports are studied. Topics include control of cash, receivables and payables as well as worksheets, bank reconciliations, and payroll. Prerequisites: ENGL092 Preparing for College Reading II, ENGL099 Introductory Writing, and MATH010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

Core Competencies for outcomes activities and assessment tools: Critical and Creative Thinking (CCT); Information Literacy (IL); Oral Communication (OC); Quantitative Literacy (QL); Written Communication (WC); Civic Engagement (CE); Global Learning (GL); Integrative Learning (IG).

COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
To familiarize the student with basic accounting terminology in order to apply definitions to accounting transactions and financial statements.	Identify and describe common accounting terms, concepts, and conventions to complete the accounting cycle. (CCT, WC, OC)	Application of terminology through completion of exercises and problems critiqued by instructor. (CCT, WC, OC)
To provide an understanding of the accounting process from the recording of business transactions to the preparation of financial statements in order to report financial data to internal and external users of accounting information.	Identify the major classifications of accounts. (CCT) Apply the basic rules of increases and decreases in analyzing transactions into their debit and credit parts. (CCT, WC, QL) Complete the process of recording and posting financial information. (CCT, QL)	Completion of exercises and problems critiqued by instructor. (CCT, WC, OC) Completion of comprehensive problems covering the complete accounting cycle. (WC, CCT, QL). Examination questions. (WC, CCT)
To provide enough accounting knowledge to embark on <u>non-accounting</u> careers; e.g. administrative, culinary arts, travel-tourism, etc. in order for students to have an understanding and appreciation of financial activities that impact their place of employment.	Ability to interpret and understand basic financial statements as well as special journals, such as the Sales Journal, Purchases Journal, Cash Receipts, and Cash Payments Journal. (CCT, QL, WC)	Examination question. (WC, CCT) Simulated practice set. (WC, CCT, QL)

<p>To make the student aware of how the computer is used in basic accounting operations so that students can use technology to automate accounting processes.</p>	<p>Record transactions using a general ledger package and/or electronic spreadsheets. (QL, CCT, WC, IG)</p>	<p>Completion of problems with the integration of general ledger software and/or electronic spreadsheets. (IG, WC, CCT, QL)</p>
<p>To teach the student to define and complete a balance sheet, an income statement, various journals, a worksheet, adjusting and closing entries, and a post-closing trial balance in order to apply generally accepted accounting principles and communicate information and analyze information for users.</p>	<p>Complete and classify the Income Statement for both service and merchandising businesses. (WC, CCT, IG, QL) Explain and justify the financial strengths through a (WC, QL, CCT)</p>	<p>Completion of exercises and problems. Use of groups to complete assigned problems and perform simple analysis. Mini-cases or short narratives on the interpretation of financial information generated. (CCT, WC, QL)</p>
<p>To record transactions in books of original entry in order for students to apply the basic rules of transaction analysis.</p>	<p>Apply the basic rules of transaction analysis for the purposes of debiting and crediting proper accounts in the general journal as well as special journals. (CCT, WC, QL) Generating accurate account balances for the completion of financial statements. (CCT, WC, QL)</p>	<p>Completion of exercises and problems critiqued by instructor. (CCT, WC, OC) Completion of comprehensive problems covering the complete accounting cycle. (WC, CCT, QL). Examination questions. (WC, CCT)</p>
<p>To complete procedures related to petty cash, bank reconciliation and payroll in order to complete basic office reports for internal users of accounting information.</p>	<p>Apply accounting principles to prepare bank reconciliation. (QL, CCT) Apply accounting principles to record petty cash expenditures and replenishment of petty cash fund. (QL, CCT) Apply payroll principles to calculate gross pay, payroll deductions including federal, state, and FICA taxes, as well as net pay. (QL, CCT) Record the payroll register and payroll taxes. (CCT, QL, WC, IG)</p>	<p>Completion of exercises and problems critiqued by instructor. (CCT, WC, OC) Completion of problems with the integration of general ledger software and/or electronic spreadsheets. (IG, WC, CCT, QL)</p>