

## Department:

Business

## Course Description:

This course provides an introduction to the fundamental principles of accounting as applied to business enterprises. The entire accounting cycle is covered.

## Course Competencies:

Upon completion of the course, the student should be able to:

1. Define and use basic accounting terminology.
2. Describe the accounting cycle.
3. Explain the effect of various transactions on the basic accounting equation.
4. Prepare financial reports.

## Course Content:

- A. Analyzing Transactions: The Accounting Equation
- B. The Double-Entry Framework
- C. Journalizing and Posting Transactions
- D. Adjusting Entries and the Work Sheet
- E. Financial Statements and the Closing Process
- F. Accounting for Cash
- G. Payroll Accounting: Employee Earnings and Deductions
- H. Payroll Accounting: Employer Taxes and Reports
- I. Accounting for a Professional Service Business

## Learning Assessments:

Course competencies will be assessed by use of class assignments, case problems, quizzes, unit tests, projects, and a final exam.

## Instructional Materials:

Nobles, Scott and Bille McQuaig. College Accounting: Chapters 1-12. 11th. Canada: South-Western Cengage Learning, 2013. ISBN: 978-1-111-52812-6.

**Guidelines for Requesting Accommodations Based on  
Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link:  
<https://highlandcc.edu/pages/disability-services>.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.