

COMPETENCY PROFILE

ACCOUNTING I

WCC: OFFAD 107 – Accounting Cycle (5 credits)

Introduction to basic bookkeeping. Covers the nature of business, the basics of keeping books, the general journal, general ledger, financial statements, adjusting entries and closing the books for service oriented sole proprietorships. Bank accounts and cash funds also covered.



Basic Proficiencies

- Explain the differences in types of business ownership.
- Read, write, define, understand and use accounting terminology.
- Know how management and accountants work together to make business decisions.
- Identify careers in accounting.
- Demonstrate the effects of transactions on the accounting equation.
- Read, analyze and interpret source documents.
- Diagram transactions through the use of T-accounts.
- Use spreadsheet for data entry, printing and autosum functions.
- Prepare a Chart of Accounts using proper numerical sequencing.
- Analyze and record transactions in a general journal.
- Post general journal entries to the general ledger.
- Update account balances in the general ledger.
- Prepare a schedule of accounts receivable and accounts payable.
- Prepare a trial balance directly from the general ledger and make an organized search for errors if debits do not equal credits.
- Demonstrate the proper correction technique.
- Calculate and record end-of-the-period adjustments.
- Explain the purpose of adjusting and closing entries.
- Prepare an eight or ten-column worksheet, verifying mathematical accuracy.
- Journalize and post adjusting and closing entries.
- Prepare the Income Statement, Statement of Owner's Equity and the Balance Sheet directly from the worksheet for a sole proprietor.
- Prepare a post-closing trial balance.
- Complete a comprehensive practice set for a service business.
- Reconcile a bank statement.
- Prepare journal entries to reconcile the book balance to the bank balance.
- Prepare journal entries to establish a petty cash fund.
- Introduction to financial ratios: calculate and describe five ratios for a small service-oriented sole proprietorship.

Extra Credit: Payroll Accounting

- Use payroll register to record routine payroll transactions.
- Calculate routine gross payroll amounts for hourly and salaried workers.
- Define FICA and FIT.
- Calculate routine deductions: FICA and FIT

College Textbook Reference:

- 📖 WCC: College Accounting (Chp. 1-8) by Jeffrey Slater, Prentice Hall Publishers
- 📖 BTC: College Accounting (Chp. 1-13) by Price, Haddock and Brock, Glencoe McGraw-Hill Publishers
- 📖 Both: QuickBooks Pro 2004 by Janet Horne; Prentice Hall Publishers