Welcome to Accounting Basics: An Introduction for Non-Accounting Majors

Course Syllabus

**Instructor:** Mrs. Cynthia F. Segura

**Aide**: Regina Flores

### Course Description

*Accounting Basics: An Introduction for Non-Accounting Majors* provides an examination of the basic steps underlying the accounting cycle. Students get an introduction to journal entries, t-accounts, Trial Balances, Financial Statements, adjusting entries, closing entries, and financial statement analysis. The book begins with the transaction evaluation process, after which a broad view of the accounting cycle is presented. The recording of journal entries, and the posting process are then discussed, and the Unadjusted Trial Balance is presented. After the adjusting entries are recorded, and the Adjusted Trial Balance is completed, the four financial statements (Income Statement, Statement of Owner’s Equity, Balance Sheet, and Statement of Cash Flows) are prepared. Closing entries are then journalized, and the Post-Closing Trial Balance is prepared. Vertical analyses, horizontal analyses, and ratio analyses are then discussed. Lastly, petty cash, internal controls, bank reconciliations, payroll-related journal entries, and computerized accounting systems are reviewed.

### Course Objectives

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

* Understand the accounting equation
* Evaluate a transaction
* Identify the steps of the accounting cycle
* Journalize a transaction
* Post a transaction
* Record adjusting entries
* Calculate depreciation
* Prepare financial statements
* Record closing entries
* Prepare a bank reconciliation
* Calculate payroll-related taxes
* Complete a vertical and horizontal analysis
* Calculate financial ratios

### Course Text

* **Title:** Accounting Basics: An Introduction for Non-Accounting Majors
* **Author:** Eric Weinstein
* **Publisher:** Labyrinth Learning
* **Price:** $42.97

### Work Standards

* Please arrive on time for each class meeting.
* Please notify me if you must leave early for any class session.
* Follow the ground rules of the course.

### Ground Rules

* **Two-minute Rule:** When you work at the computer, don’t struggle with a task that is not working for more than two minutes before asking for help.
* **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
* **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

### Evaluation

Your performance in this course is evaluated on your performance in exercises with the following skills:

* Evaluating Transactions, Journal Entries, and T-Accounts: 35%
* Adjusting & Closing Entries, Trial Balances, and Financial Statements: 35%
* Financial Statement Analysis, Cash-Related Topics, Payroll-Related Entries, Computerized Accounting Systems: 30%

A final exam will be given.

### Contact Information

You can send me email at csegura@duesd.org