

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

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**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Accounting Fundamentals

**Course Abbreviation and Number:** BUS 1410

**Credit Hours:** 3

**Course Type:** Lecture

**Course Description:** Students will gain an understanding of the accounting principles and procedures used to record, classify, and summarize financial data. Students will become familiar with accounting terminology and many of the financial records, forms, and statements used in an electronic environment.

No requisites.

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**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Prepare transactions in the Sales and Receivables, and Purchases and Payables business cycles for both Service and Merchandising companies.
    - prepare invoices, apply and deposit customer payment
    - edit customer information
    - prepare sales receipts and accounts receivable reports
    - prepare purchase orders, record bills and merchandise received
    - schedule payments to vendors and pay bills
    - edit vendor information and prepare accounts payable reports
  2. Students will be able to prepare end of period information
    - reconcile bank balance from software to bank statement
    - record adjusting entries
    - add and modify accounts in the chart of accounts
    - transfer funds between accounts
    - prepare end of period Income Statements and Balance Sheets
  3. Students will be able to prepare a payroll
    - add and edit employee information
    - create payroll checks and reports
    - prepare checks for withholdings taxes and other payroll related withholdings
    - prepare summary tax forms for IRS
    - prepare Employee Payroll summary, Liability Summary
  4. Student will be able to computerize a company from manual records.
    - record and modify: accounts, customer list, vendor list, employee information
    - payroll items, and inventory items
    - customize forms and reports
    - choose a type of entity
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**Topics Covered:**

- Service Business
    - Sales & Receivables
    - Payables & Purchases
    - General Accounting End-of-period Procedures
  - Merchandising Business
    - Sales & Receivables
    - Payables & Purchases
    - General Accounting End-of-period Procedures
  - Payroll
  - Creating a Company using software
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**Information for Students**

- Expectations of Students
  - [Civility Statement](#)

- [Student Responsibility Statement](#)
- [Academic Integrity Statement](#)
- [Accessibility Services](#)  
Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- [Get Help: JCC & Community Resources](#)
- [Emergency Closing Procedures](#)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

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**Effective Date:** Fall 2021