PREREQUISITES:

None

Although there are no formal prerequisites for this course, you will need a background in basic mathematics that includes multiplication and percentages, similar to Ohio University’s MATH D005 or 1090.

COURSE DESCRIPTION:

Fundamental accounting principles for service businesses and merchandising enterprises. Topics include the accounting cycle, financial statement preparation, and financial statement analysis. Analyzes the components of asset, liability, and equity accounts. Covers the income statement, balance sheet, owner’s equity statement, and cash flow statement.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:


You will need a basic calculator. A simple $1 calculator will suffice.

NUMBER OF LESSONS:

The course has nine lessons complete with graded assignments and two supervised course examinations.

- Lesson 1: Accounting Concepts and Owner’s Equity Transactions
- Lesson 2: Analyzing Transactions
- Lesson 3: The Adjusting Process
- Lesson 4: Completing the Accounting Cycle
- Lesson 5: Comprehensive Problems
- Lesson 6: Accounting for Merchandising Business
- Lesson 7: Midcourse Examination Information
• Lesson 8: Sarbanes–Oxley, Internal Control, and Cash
• Lesson 9: Receivables
• Lesson 10: Fixed and Intangible Assets
• Lesson 11: Final Examination Information

TYPES OF WRITING ASSIGNMENTS:
Each assignment consists of several exercises and problems from the textbook. Work them out carefully, using the appropriate pages of the *Working Papers*. Please work your problems in pencil! That’s the way it’s done in the real world, and it will be much easier for you should you have to make any changes in the assignment.

GRADING CRITERIA:
All assignments, including the comprehensive problems, will be graded. One hundred points will be available to you from the lesson assignments. Each examination is worth 100 points.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
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<tbody>
<tr>
<td>Lesson Assignments</td>
<td>100 points (awarded letter grades only)</td>
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<tr>
<td>Midcourse Examination</td>
<td>100 points</td>
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<tr>
<td>Final Examination</td>
<td>100 points</td>
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<td>Total</td>
<td>300 points</td>
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