

ACCOUNTING 120

COURSE OUTLINE

TEXT: Century 21 Accounting

Accounting 120 expands the concepts that you learned in Accounting 110. We will be covering the basic accounting procedures associated with the purchase and sale of merchandise. We will be doing end-of-the-year adjustments on an 8-column worksheet.

Scope

Unit 1	Merchandise Accounting End-of-period Adjustments and 8-Column Worksheet	Chap. 11, 12, 13, 14, 15, & 16.
Unit 2	Quadrasonics	Project
Unit 3	Special Journals	Chap. 20, 21.
Unit 4	Payroll	Chap. 22, 23.

Evaluation

Your mark for this course will be based on course work, the completion of Quadrasonics, module exams as well as a final exam.

Course Work	20%
Quadrasonics	20%
Module Exams	30%
Final Exam	<u>30%</u>
	100%

Neatness and accuracy are of utmost importance in Accounting 120. Standard equipment for this class is pencil and eraser, pen ruler and a calculator, and a note book for terminology and QFIS. All corrections must be neat and legible, because if I cannot read it I cannot mark it!