

Common Course Outline
ACCT 135
Certified Bookkeeper Review Course
3 Credits

Community College of Baltimore County

Description

ACCT 135 – Certified Bookkeeper Review Course serves as a final review for students preparing to sit for the National Certified Bookkeeper Exam. Using materials produced by the American Institute of Professional Bookkeepers, this course covers all of the topics included on the exam.

3 Credits

Prerequisite: ACCT 102

Overall Course Objectives

Upon completion of this course students will be able to:

1. calculate and record adjusting entries for deferrals and accruals;
2. prepare a trial balance and, after calculating adjustments, an adjusted trial balance;
3. depreciate assets under the straight-line, units of production, double declining balance, and sum-of-the-years' digits methods;
4. prepare and record the basic payroll functions including wages, withholding, payroll taxes, and benefits expense and all related forms;
5. record inventory purchases and sales using periodic and perpetual inventory valuation systems;
6. calculate and record ending inventory and cost of goods sold using first-in, first-out (FIFO), last-in, first-out (LIFO) and average costing methods; and
7. identify internal control methods to prevent employee theft and to prevent fraud.

Major Topics

I. Adjusting Entries

- A. Need for accruals, deferrals and other adjustments
 - i. Differences between cash basis and accrual basis accounting
 - ii. Impact on financial statements of failing to record accrued and deferred revenues and expenses
- B. Revenue collected in advance (unearned revenue)
- C. Prepaid (deferred) expenses
- D. Accrued revenues and expenses
- E. Other adjusting entries including depreciation and bad debt expenses
- F. Steps in preparing the unadjusted, adjusted, and post-closing trial balances

II. Error Correction

- A. Common accounting errors and how to detect them
- B. Performing a bank reconciliation
- C. Using the trial balance to find errors
- D. Correcting current-period accrual and deferral errors

III. Payroll

- A. Paying workers correctly in accordance with federal and state wage and hour laws
- B. Requirements for payroll data and recordkeeping
- C. Federal and state withholding forms
- D. Withholding and depositing taxes
- E. Completing federal reporting forms and returns
- F. Rules affecting taxable wages
- G. Other federal and state reporting requirements
- H. Journal entries for wages and deductions, withholding and remitting taxes, and other payments

IV. Depreciation

- A. Depreciation for book vs. tax purposes
- B. Depreciation under Generally Accepted Accounting Principles (GAAP) for book purposes
- C. Depreciation under federal income tax rules
- D. Depreciating vehicles under the Modified Accelerated Cost Recovery System (MACRS)

V. Inventory

- A. Introduction to merchandise inventory
- B. Perpetual method
- C. Periodic method
- D. Inventory valuation methods
 - i. Weighted average costing
 - ii. FIFO costing
 - iii. LIFO costing
- E. Lower of cost or market (LCM) rule

VI. Internal Controls and Fraud Prevention

- A. Methods used by employees to steal noncash assets
- B. Methods to prevent employee theft before it starts
- C. Methods to prevent check fraud, credit card fraud, and cheating by vendors
- D. Con schemes and other scams against business

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

Grading/exams

- A minimum of 10 graded assignments
- A final exam or project

Written Assignments: Students are required to use appropriate academic resources.

Other Course Information

This course is required in the Certified Bookkeeping Certificate and can be taken as an elective in the Accounting AAS degree program.

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