



**BA 111 Applied Accounting I**  
**3 Credits**  
**College Now/CTE**  
**Student Outcomes Checklist**  
[cocc.edu/departments/college-now](http://cocc.edu/departments/college-now)

**Student's Name** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Completion Date** \_\_\_\_\_

**High School Teacher's Signature** \_\_\_\_\_

**Recommended COCC Grade** \_\_\_\_\_ **High School** \_\_\_\_\_

**COCC Review Instructor's Signature** \_\_\_\_\_

**COURSE DESCRIPTION:** Designed to acquaint students with the basic functions of the bookkeeping and accounting process – journalizing transactions into the journal, posting to the general ledger, analyzing and adjusting the ledger, preparing simple financial statements for a service business and gaining an understanding and working knowledge of the overall payroll function. No previous accounting is required.

**RECOMMENDED OR EQUIVALENT TEXT:** *College Accounting*, any edition, McQuaig, Houghton Mifflin Pub. Please note that BA 111 only covers chapters 1-8 of the text.

**GRADING:** A, A-, B+, B, B-, C+, C, D, F  
See [College Now Grading Policy](#).

**GRADING SCALE:**

A =	93 – 100%	B =	83 – 86%	C =	73 - 76%
A- =	90 – 92%	B- =	80 – 82%	D =	65 - 72%
B+ =	87 – 89%	C+ =	77 – 79%	F =	64% and below

**REQUIRED DOCUMENTATION:** The student outcome assessment and articulation credit will be based on student proficiency. The high school teacher will send the following documents to: College Now Office, Central Oregon Community College, 2600 NW College Way, Bend, OR 97703.

- A completed and signed copy of this document for each student (pages 1-4).
- A completed and signed final grade roster for the course.



# BA 111 Applied Accounting I College Now/CTE Student Outcomes Checklist

Listed below are the main competencies taught in the BA 111 Applied Accounting I course. The student will complete the outcomes without assistance.

**Instructions to the Teacher:** These outcomes are listed in a progressive accounting order, from basic concepts to more challenging applications. **The teacher will initial and date each outcome as the student completes it. The teacher will also record an average percent mastery for the outcomes covered under each topic. Write in the percent where indicated on the grade computation page (page 4).**

## TOPIC 1: Assets, Liabilities, Owners' Equity, Revenue, and Expense Accounts

**Outcomes: The student will be able to:**

- |       |   |  |
|-------|---|--|
| _____ | } | _____ 1. Define accounting.  |
| %     |   | _____ 2. Define and identify assets, liability, and owner's equity accounts. |
|       |   | _____ 3. Define and identify revenue and expense accounts.                   |
|       |   | _____ 4. Define the fundamental accounting equation.                         |

## TOPIC 2: T Accounts, Debits and Credits, Trial Balance, and Financial Statements

**Outcomes: The student will be able to:**

- |       |   |   |
|-------|---|---|
| _____ | } | _____ 5. Determine balances of T accounts having entries recorded on both sides of the accounts.  |
| %     |   | _____ 6. Present the fundamental accounting equation with the T account form, and label the plus/minus sides and the debit/credit sides.  |
|       |   | _____ 7. Record directly in T accounts a group of business transactions involving changes in assets, liabilities, owners' equity, revenue, and expense accounts for a service business. |
|       |   | _____ 8. Prepare a trial balance.   |
|       |   | _____ 9. Prepare an income statement, statement of owners' equity, and a balance sheet.   |
|       |   | _____ 10. Recognize the effects of errors on account balances.  |

## TOPIC 3: The General Journal and the General Ledger

**Outcomes: The student will be able to:**

- |       |   |  |
|-------|---|--|
| _____ | } | _____ 11. Record a group of transactions pertaining to a company in a general journal. |
| %     |   | _____ 12. Post entries from a general journal to general ledger accounts.              |
|       |   | _____ 13. Prepare a trial balance from the ledger accounts.                            |
|       |   | _____ 14. Correct entries using the ruling, correcting, or other methods.              |

#### **TOPIC 4: Adjusting Entries and the Work Sheet**

**Outcomes: The student will be able to:**

- { \_\_\_\_\_ 15. Define a fiscal period.  
          { \_\_\_\_\_ 16. Complete a worksheet for a company, including adjustments (e.g. supplies  
          { \_\_\_\_\_ 17. Prepare an income statement, a statement of owners' equity, and a balance  
          { \_\_\_\_\_ 18. Journalize and post the adjusting entries.

#### **TOPIC 5: Closing Entries and the Post-Closing Trial Balance**

**Outcomes: The student will be able to:**

- { \_\_\_\_\_ 19. List and define the steps in the accounting cycle.  
          { \_\_\_\_\_ 20. Journalize and post closing entries for a company.  
          { \_\_\_\_\_ 21. Prepare a post-closing trial balance.  
          { \_\_\_\_\_ 22. Define the following methods of accounting: accrual, cash basis and modified  
          { \_\_\_\_\_ cash basis.

#### **TOPIC 6: Bank Accounts and Cash Funds**

**Outcomes: The student will be able to:**

- { \_\_\_\_\_ 23. Describe the procedure for depositing checks.  
          { \_\_\_\_\_ 24. Reconcile a bank statement.  
          { \_\_\_\_\_ 25. Record the required journal entries directly from the bank reconciliation.  
          { \_\_\_\_\_ 26. Record the journal entries for transactions involving the Change Fund and the  
          { \_\_\_\_\_ Cash Short and Over Account.  
          { \_\_\_\_\_ 27. Prepare the adjusting entry for bad debts using the allowance method and the  
          { \_\_\_\_\_ specific charge-off method.  
          { \_\_\_\_\_ 28. Record the journal entries for the transactions involving the Petty Cash Fund.

#### **TOPIC 7: Employee Earnings and Deductions**

**Outcomes: The student will be able to:**

- { \_\_\_\_\_ 29. Calculate total earnings based on an hourly, piece rate, or commission basis.  
          { \_\_\_\_\_ 30. Determine deductions from tables of employees' income tax withholding.  
          { \_\_\_\_\_ 31. Complete a payroll register.  
          { \_\_\_\_\_ 32. Journalize the payroll entry from a payroll register.  
          { \_\_\_\_\_ 33. Maintain employees' individual earnings records.

**TOPIC 8: Employer Taxes, Payments, and Reports**

**Outcomes: The student will be able to:**

- \_\_\_\_\_ 34. Calculate the amount of payroll tax expense and journalize the related entry.
- \_\_\_\_\_ 35. Journalize the entry for the deposit of employees' federal income taxes withheld and FICA taxes (both employees' withheld and employer's matching share) and prepare the deposit coupon.
- \_\_\_\_\_ 36. Journalize the entries for the payment of employer's state and federal unemployment taxes.
- \_\_\_\_\_ 37. Journalize the entry for the deposit of employees' income taxes withheld.
- \_\_\_\_\_ 38. Complete Employer's Quarterly Federal Tax Return, Form 941.
- \_\_\_\_\_ 39. Prepare W-2 and W-3 forms and Form 940.
- \_\_\_\_\_ 40. Record the journal entries for the transactions involving workers' compensation..

**FINAL GRADE CALCULATION**

	<b>% Mastery</b>
<b>TOPIC 1: Assets, Liabilities, Owners' Equity, Revenue, and Expense Accounts</b>	_____ %
<b>TOPIC 2: T Accounts, Debits and Credits, Trial Balance, and Financial Statements</b>	_____ %
<b>TOPIC 3: The General Journal and the General Ledger</b>	_____ %
<b>TOPIC 4: Adjusting Entries and the Worksheet</b>	_____ %
<b>TOPIC 5: Closing Entries and the Post-Closing Trial Balance</b>	_____ %
<b>TOPIC 6: Bank Accounts and Cash Funds</b>	_____ %
<b>TOPIC 7: Employee Earnings and Deductions</b>	_____ %
<b>TOPIC 8: Employer Taxes, Payments, and Reports</b>	_____ %
<b>TOTAL PERCENT MASTERY:</b>	_____ ÷ 8 = _____ % Ave.

**RECOMMENDED LETTER GRADE:** \_\_\_\_\_  
Enter here and on page 1

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