

COURSE OUTLINE

Governmental Accounting
Course Title

BA220
Dept. & Course No.

I. COURSE DESCRIPTION

This course covers theories and procedures of governmental accounting practices. It also covers application of accounting information in planning and control for governmental organizations.

II. SEMESTER CREDIT: 3

III. CONTACT HOURS PER WEEK: 3 0 3
Lecture Lab Total

IV. PREREQUISITE: BA212

V. STUDENT LEARNING OUTCOMES

VI. COURSE CONTENT

Upon completion of this course, the student will be able, with 65% accuracy, to:

<p>1. Describe the characteristics of non-business organizations, non-business accounting and reporting environment, users and uses of accounting information.</p> <p>2. Explain the concepts of entity, matching, consistency, periodicity, and the jurisdictions of the entities responsible for establishing Generally Accepted Accounting Principles (GAAP).</p>	<p>A. Introduction to accounting for non-business organizations</p>
<p>3. Identify the major fund categories currently used in governmental accounting,</p> <p>4. Explain the function of the funds used in governmental accounting and the account groups used in governmental accounting.</p> <p>5. Describe the relationship between the funds and the account groups used in a governmental accounting system.</p>	<p>B. Use of funds in governmental accounting</p>
<p>6. Identify three types of budgets used by governmental units</p> <p>7. Explain how budgets are used to control operations of governmental units</p> <p>8. Identify steps in preparing a budget and prepare a budget.</p>	<p>C. The Budgetary Process</p>
<p>9. Discuss the accounting cycle of fund accounting as compared with that of a commercial organization.</p>	<p>D. General and special revenue funds</p>

<p>10. Perform budgetary, operating entries and closing entries for special revenue funds in a governmental unit.</p> <p>11. Describe how control and subsidiary accounts are used.</p> <p>12. Explain the use of encumbrances and how they should be recorded in the accounts.</p>	
<p>13. Account for un-collectible property taxes and for encumbrances that are still outstanding at the end of a fiscal year.</p> <p>14. Use and account for allotments and identify and account for five types of inter-funds transactions.</p>	E. General and special revenue fund problems
<p>15. Prepare the journal entries and financial statements normally used in debt service funds.</p> <p>16. Prepare the journal entries and financial statements normally used in capital projects funds.</p>	F. Debt service funds, capital projects funds and account groups
<p>19. Prepare the journal entries and financial statements normally used in internal service funds</p> <p>20. Prepare the journal entries and financial statements normally used in enterprise funds</p> <p>21. Prepare the journal entries and financial statements normally used in pension trust funds.</p>	G. Proprietary type funds and pension trust funds

VII. MATERIAL AND EQUIPMENT

- A. Calculator (student furnished)
- B. Routine classroom supplies

VIII. TEXT

Ives, M., Patton, T. and Patton S., *Introduction to Governmental and Not-for-Profit Accounting* 7th edition, New Jersey, USA: Pearson Education, Inc., 2013.

IX. METHOD OF INSTRUCTION

- A. Lecture
- B. Problem Solving & Discussion
- C. Research Project
- D. Guest Speaker

X. METHOD OF EVALUATION

A. The computation of final grade includes the following:

Participation	5%
Quizzes & Classwork	10%
Tests	25%
Mid-Term Exam	20%
Final Exam	20%
Research Project	<u>20%</u>
	Total: 100%

B. The transmutation of percent to letter grade is as follows:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
65	-	69	=	D
0	-	64	=	F

**PALAU COMMUNITY COLLEGE
BA220 GOVERNMENTAL ACCOUNTING
COURSE LEARNING OUTCOMES**

During the course experience, the **course learning outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 5, 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

- Rating Scale:**
- 4 - Exceed Expectation
 - 3 - Meet Expectation
 - 2 - Developing
 - 1 - Below Expectation

CLO #1: Students will be able to identify and describe the main aspects of governmental accounting and its purpose in terms of the financial reporting processes.

4	Describe and identify all the following concepts below with about 80-100 percent accuracy: <ul style="list-style-type: none"> a. Governmental accounting concept b. Concept of entity c. Concept of consistency d. Types and functions of funds e. Use of account groups
3	Describe and identify all concepts with 70-79 percent accuracy.
2	Describe and identify all concepts with 65-69 percent accuracy.
1	Describe and identify all concepts with 64 percent or below accuracy.

CLO #2: Students will be able to identify and explain the different types of budgeting that are imperative to the basic financial reporting of governmental funds.

4	Identify and explain the following theories and concepts with 80-100 percent accuracy: <ul style="list-style-type: none"> a. Different types of budgets used by the government. b. Operational control within a government. c. Various steps in preparing a budget. d. Concept of fund accounting e. Budgetary entries. f. Opening and closing entries for special revenue funds.
3	Identify and explain all with 70-79 percent accuracy.
2	Identify and explain all with 65-69 percent accuracy.
1	Identify and explain all with 64 percent or below accuracy.

CLO #3: Students will be able to explain and prepare financial entries for governmental funds such as debts and special projects with special governmental transactions (such as taxes, bad debts, encumbrances, special grants) on a daily, monthly, and on annual basis.

4	Explain and prepare all of the following concepts with 80-100 percent accuracy. <ul style="list-style-type: none"> a. Un-collected property taxes. b. Accounts for allotment. c. Fixed assets in inter-fund transactions. d. Journal entries debt service funds e. Journal Entries to be posted to financial statements. f. Journal entries for capital improvements and encumbrances.
3	Explain and prepare all with 70-79 percent accuracy.
2	Explain and prepare all with 65-69 percent accuracy.
1	Explain and prepare all with 64 percent or below accuracy.

CLO #4: Students will be able to prepare journal entries and financial statements used for both the proprietary and fiduciary funds type transactions.

4	Prepare the following journal entries and financial statements with 80-100 percent accuracy: <ul style="list-style-type: none"> a. Journal Entries used in Internal Service Funds. b. Financial Statements for Internal Service Funds. c. Journal Entries for Enterprise Funds. d. Financial Statements used in Enterprise Statements. e. Journal Entries used in Pension Trust Funds. f. Financial Statements used in Pension Trust Funds.
3	Prepare journals and financial statements with 70-79 percent accuracy.
2	Prepare journals and financial statements with 65-69 percent accuracy.
1	Prepare journals and financial statements with 64 percent or below accuracy.