#### BBK 50 Course Outline as of Fall 2017

## **CATALOG INFORMATION**

Dept and Nbr: BBK 50 Title: COMPUTER BBKG & ACCTG 1

Full Title: Computerized Bookkeeping and Accounting 1

Last Reviewed: 1/23/2023

Units		Course Hours per Week		Nbr of Weeks	<b>Course Hours Total</b>	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	1.00	6	Lab Scheduled	17.50
		Contact DHR	0		Contact DHR	0
		Contact Total	4.00		Contact Total	70.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00 Total Student Learning Hours: 175.00

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

### **Catalog Description:**

Students will learn to record business transactions in journals and ledgers, compute payroll, and prepare financial statements using both a manual and computerized system for a sole proprietorship.

## **Prerequisites/Corequisites:**

# **Recommended Preparation:**

Course Completion or Concurrent Enrollment in BGN 81

#### **Limits on Enrollment:**

### **Schedule of Classes Information:**

Description: Students will learn to record business transactions in journals and ledgers, compute payroll, and prepare financial statements using both a manual and computerized system for a sole proprietorship. (Grade Only)

Prerequisites/Corequisites:

Recommended: Course Completion or Concurrent Enrollment in BGN 81

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

# **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

**AS Degree:** Area Effective: **Inactive: CSU GE: Transfer Area** Effective: Inactive:

**IGETC: Transfer Area** Effective: **Inactive:** 

**CSU Transfer:** Transferable Effective: Fall 1981 **Inactive:** 

**UC Transfer:** Effective: Inactive:

CID:

# Certificate/Major Applicable:

Both Certificate and Major Applicable

## **COURSE CONTENT**

# **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Classify and record transactions and generate financial statements for one accounting cycle

a sole proprietorship service business.

- 2. Record adjusting and payroll entries and close the books.
- 3. Account for merchandise inventory and cost of goods sold.

# **Objectives:**

Upon completion of the course, students will be able to:

- 1. Analyze business transactions to determine account classification in order to record in proper account.
- 2. Prepare essential financial statements, specifically income statement, statement of owner's equity, and balance sheet using both manual and computerized systems.
- 3. Recognize and interpret standard accounting terms.
- 4. Differentiate appropriate journals and ledgers for recording specific business transactions.5. Identify and correct accounting errors and record adjusting entries.
- 6. Calculate straight line depreciation.
- 7. Reconcile bank statement to the general ledger cash account.
- 8. Calculate and record adjusting journal entries.
- 9. Record closing entries.
- 10. Contrast accrual versus cash basis accounting.
- 11. Create and replenish petty cash fund.
- 12. Calculate gross wages, determine deductions, and compute net wages.
- 13. Compute and deposit employer's and employees' payroll taxes and withholdings.
- 14. Account for merchandise inventory and cost of goods sold.
- 15. Integrate use of the computer in all phases of the accounting process.

## **Topics and Scope:**

- 1. Analyzing Business Transactions: Part I
  - A. Definitions of accounting terminology
  - B. Career opportunities
  - C. Types of accounts (general ledger accounts)
    - 1. assets
    - 2. liabilities
    - 3. owner's equity
    - 4. revenue
    - 5. expenses
- 2. Analyzing Business Transactions: Part II
  - A. Review of revenue and expense accounts
  - B. Major financial statements
  - C. Manual and computerized transactions
- 3. Recording Business Transactions
  - A. T account form
  - B. Debit and credit
  - C. Trial balance
- 4. General Journal and General Ledger
  - A. Recording in the general journal
  - B. Posting to the general ledger
  - C. Computerized recording and posting
- 5. Adjustments and the Worksheet
  - A. Fiscal period
  - B. Worksheets
  - C. Adjustments
  - D. Locating and correcting errors
  - E. Journalizing adjusting entries
  - F. Depreciation
- 6. Closing Entries and the Post Closing Trial Balance
  - A. Closing entries
  - B. Post closing trial balance
  - C. Interim statements
  - D. Review 1-cycle problem
- 7. Contrast Accrual versus Cash Basis Accounting
  - A. Accrual basis
  - B. Cash receipts and disbursements basis
- 8. Reconcile Accounts and Cash Funds
  - A. Using checking accounts
    - 1. writing checks
    - 2. bank statements
  - B. The petty cash fund
  - C. Cash short and over
- 9. Payroll Accounting
  - A. Employee and employer
    - 1. payroll records and pay periods
    - 2. employer/employee versus independent contractor relationships
    - 3. laws affecting employees' pay
  - B. Earnings, deductions, taxes, and reports
    - 1. laws affecting employees' and employers' payroll taxes
    - 2. deductions and deposits
    - 3. payroll register
    - 4. recording payroll entry

- 10. Accounting for Merchandise Inventory and Cost of Goods Sold
  - A. Net delivered cost of purchases
  - B. Calculating cost of goods sold
  - C. Journalizing changes in inventory
- 11. Computerized Accounting
  - A. Compare and contrast manual versus computerized systems
  - B. Use accounting software to record all transactions, generate reports, and close books.

## Lab Components:

- 1. Analyzing Business Transactions: Part II Computerized transactions
- 2. General Journal and General Ledger Computerized recording and posting.
- 3. Computerized Accounting Use accounting software to record all transactions, generate reports, and close books.

## **Assignment:**

Lecture Related Assignments:

- 1. Homework problems (6 8 per week)
- 2. Unit quizzes and exams (4 7)
- 3. Weekly reading (approximately 15 25 pages)

Lab Related Assignments:

- 1. Computerized problems (6 8)
- 2. Practice sets (1 2)

#### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments are more appropriate for this course.

Writing 0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, practice sets, and computerized lab problems

Problem solving 20 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations 0 - 0%

**Exams:** All forms of formal testing, other than skill performance exams.

Unit quizzes and exams	40 - 75%	
<b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.		
Attendance and participation	Other Category 0 - 10%	

# **Representative Textbooks and Materials:**

College Accounting. 14th ed. Price, John and Haddock, David and Farina, Michael. McGraw Hill. 2014