

BBK 51 Course Outline as of Fall 1981**CATALOG INFORMATION**

Dept and Nbr: BBK 51

Title: COMP BBK & ACCT II

Full Title: Computerized Bookkeeping & Accounting 2

Last Reviewed: 2/8/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
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	1.00		Contact DHR	17.50
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 192.50

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 record business transactions for merchandising, partnership, and corporate firms. Also included are departmentalized and voucher accounting systems. Both manual and computerized systems will be used.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in BBK 50

Recommended Preparation:**Limits on Enrollment:****Schedule of Classes Information:**

Description: Students record business transactions for merchandising, partnership & corporate firms. Also included are departmentalized & voucher accounting systems. Both manual & computerized systems will be used. (Grade Only)

Prerequisites/Corequisites: Course Completion or Current Enrollment in BBK 50

Recommended:

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:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The students will:

1. Analyze business transactions to differentiate which special journal to use in journalizing transactions - sales, purchases, cash receipts, cash payments, or general journal.
2. Prepare schedules of accounts receivable and accounts payable.
3. Compute and record adjustments for a merchandising firm.
4. Prepare classified financial statements both income statements and balance sheets.
5. Compute working capital and current ratio.
6. Calculate and record adjusting, closing, and reversing entries for a merchandising firm.
7. Employ a voucher system including a voucher register in coordination with a check register to alleviate the possible misuse of funds.
8. Prepare a section of an income statement relating to division of net income for a partnership involving division of income on the basis of fractional shares, on the basis of ratio of capital investments, and on the basis of salary and interest allowances.
9. Memorize and interpret standard accounting terms.
10. Journalize entries for the issuance of par value and no-par value stock and the sale of stock on a subscription basis.
11. Illustrate the advantages and disadvantages of the corporate form of business organization.
12. Complete a corporate statement of retained earnings and a balance sheet, including the following types of accounts: appropriate retained earnings, stock dividend distributable, dividends payable, and income tax payable.
13. Compile a departmental worksheet and income statement extended through gross profit including apportioning operating expenses among various operating departments.

14. Compare through horizontal and vertical analysis comparative income statement and balance sheet data.
15. Translate income statement data into trend percentages.
16. Compute (a) working capital, (b) current ratio, (c) quick ratio, (d) accounts receivable turnover, (e) merchandise inventory turnover, (f) ratio of stockholders' equity to liabilities, (g) ratio of the value of plant and equipment to long-term liabilities.
17. Calculate (a) equity per share, (b) rate of return on stockholders' equity, (c) earnings per share of common stock, and (d) price earnings ratio.

Topics and Scope:

1. Accounting for Merchandise: Sales.
 - A. Special journals.
 - B. Specific accounts for merchandising firms.
 - C. Handling sales on account.
 - D. The sales journal.
 - E. The accounts receivable ledger.
 - F. Sales returns and allowances.
 - G. Computers at work.
 1. integrating sales and inventory
 - H. Computer job simulation.
2. Accounting for Merchandise: Purchases.
 - A. Purchasing procedure.
 - B. Purchases journal.
 - C. The accounts payable ledger.
 - D. Purchases returns and allowances.
 - E. Multicolumn purchases journal.
 1. invoice register
 2. posting directly from purchases invoice
 - F. Subsidiary ledgers
 - G. Accounting for transportation charges.
 - H. Internal control.
 - I. Computer job simulation.
3. Cash Receipts and Cash Payments.
 - A. Cash receipts journal.
 - B. Credit terms.
 - C. Sales returns and allowances and sales discounts on an income statement.
 - D. Cash payments journal: Service enterprise.
 - E. Cash payments journal: Merchandising enterprise.
 - F. Purchases returns and allowances.
 - G. Purchase discounts and freight in on an income statement.
 - H. Check register.
 - I. Trade discounts.
 - J. Comparison of the five types of journals.
 - K. Computer job simulation.
4. Worksheets and Adjusting Entries for a Merchandising Business.
 - A. Adjustments for merchandise inventory.
 - B. Adjustments for unearned revenue.
 - C. Data for the adjustments.

- D. Completion of the work sheet.
- E. Adjusting entries.
- 5. Financial Statements and Closing Entries for a Merchandising Firm.
 - A. The income statement.
 - B. The statement of owner's equity and the balance sheet.
 - C. Balance sheet classifications.
 - D. Closing entries.
 - E. Reversing entries.
 - F. Computers at work: Integrated accounting software.
- 6. The Voucher System of Accounting.
 - A. Objectives of the Voucher System.
 - B. Vouchers.
 - C. The vouchers payable account.
 - D. The vouchers register.
 - E. The check register.
 - F. Handling of unpaid vouchers.
 - G. Filing paid vouchers.
 - H. The voucher system as a management tool.
 - I. Recording purchases at the net amount.
 - J. Computers at work: Embezzling and computers.
- 7. Accounting for Partnership.
 - A. Characteristics of a partnership.
 - B. Advantages of a partnership.
 - C. Disadvantages of a partnership.
 - D. Partnership agreements.
 - E. Accounting entries for partnerships.
 - F. Division of income or loss.
 - G. Financial statements for a partnership.
 - H. Dissolution.
- 8. Corporations: Organization and Capital Stock.
 - A. Definition of a corporation.
 - B. Advantages of a corporation.
 - C. Disadvantages of a corporation.
 - D. Forming a corporation.
 - E. Structure of a corporation.
 - F. Capital stock of a corporation.
 - G. Issuing stock of a corporation.
 - H. Illustration of a corporation.
 - I. Balance sheet.
 - J. New accounts and the fundamental accounting equation.
- 9. Corporations: Work sheet, taxes and dividends.
 - A. Procedure for recording and paying income taxes.
 - B. Work sheets for a corporation.
 - C. Reasons for appropriating retained earnings.
 - D. Declaration and payments of dividends.
 - E. Stock split.
 - F. Statement of retained earnings and balance sheet.
 - G. Fundamental guidelines for accounting and reports.
- 10. Departmental Accounting.
 - A. Gross profit by department.
 - B. Income from operations by department.
 - C. Departmental margin.

- D. Branch accounting.
- E. Computers at work: Management information systems.
- 11. Analyzing and Interpreting Financial Statements.
 - A. Types of comparison.
 - B. Comparative statements.
 - C. Trend percentages.
 - D. Industry comparisons.
 - E. Analysis by owners and management.
 - F. Computers at work: Spreadsheets and models.

Assignment:

Students complete homework problems, quizzes, exams, computerized problems, and practice sets.

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	Writing 0 - 0%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams, PRACTICE SETS & LAB PROBLEMS	Problem solving 0 - 20%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None	Skill Demonstrations 0 - 0%
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Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion	Exams 80 - 100%
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Other: Includes any assessment tools that do not logically fit into the above categories.

ATTENDANCE AND PARTICIPATION	Other Category 0 - 10%
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Representative Textbooks and Materials:

COLLEGE ACCOUNTING by McQuaig, Houghton-Mifflin Publishing Co., 1989, 4th edition.