BBK 50 Course Outline as of Fall 2023

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	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	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 a 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 a 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 for 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:
At the conclusion of this course, the student should 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. Differentiate between 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:

Lecture-Related Topics & Scope:

I. 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

II. Analyzing Business Transactions: Part II
- A. Review of revenue and expense accounts
- B. Major financial statements
- C. Manual and computerized transactions

III. Recording Business Transactions
- A. T account form
- B. Debit and credit
- C. Trial balance

IV. General Journal and General Ledger
- A. Recording in the general journal
- B. Posting to the general ledger
- C. Computerized recording and posting

V. Adjustments and the Worksheet
- A. Fiscal period
- B. Worksheets
- C. Adjustments
- D. Locating and correcting errors
- E. Journalizing adjusting entries
- F. Depreciation

VI. Closing Entries and the Post Closing Trial Balance
- A. Closing entries
- B. Post closing trial balance
- C. Interim statements
- D. Review 1-cycle problem

VII. Accrual versus Cash Basis Accounting
- A. Accrual basis
- B. Cash receipts and disbursements basis

VIII. Reconcile Accounts and Cash Funds
- A. Using checking accounts
  1. Writing checks
  2. Bank statements
- B. Petty cash fund
- C. Cash short and over

IX. 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

X. Accounting for Merchandise Inventory and Cost of Goods Sold
    A. Net delivered cost of purchases
    B. Calculating cost of goods sold
    C. Changes in inventory
XI. Computerized Accounting
    A. Manual versus computerized systems

Lab-Related Topics & Scope:
I. Analyzing Business Transactions: Part II - Computerized transactions
II. General Journal and General Ledger - Computerized recording and posting
III. Computerized Accounting - Use accounting software to record all transactions, generate reports, and close books

Assignment:

Lecture-Related Assignments:
1. Homework problems
2. Chapter quizzes and exam(s)
3. Weekly reading
4. In-class or online discussions

Lab-Related Assignments:
1. Computerized problems
2. Practice sets
3. Generate reports

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; computerized lab problems; generate reports	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.

Chapter quizzes and exam(s)	Exams 40 - 75%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance; participation; in-class or online discussions	Other Category 0 - 10%

Representative Textbooks and Materials:
College Accounting. 16th ed. Price, John, and Haddock, David, and Farina, Michael. McGraw Hill. 2021.
Computer Accounting with QuickBooks Online: A Cloud-Based Approach, 4th ed., Carol Yacht and Matthew Lowenron. McGraw Hill. 2023.