Mt. San Jacinto College
Integrated Course Outline of Record

Form B

Submitted by: Gloria Sanchez **Date:** 10/08/2020

Department	Subject	Course Number	Title
Accounting / Bookkeeping	Accounting / Bookkeeping ACCT	776	Bookkeeping (formerly ACCT-076)

Units/Hours

Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.
Each laboratory unit requires 3 hours per week of class time.
Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

Lecture Units	Total Units
3.00	3.00

Lecture Contact Hours	Total Contact Hours
48.00 - 54.00	48.00 - 54.00

Lecture Homework Hours

96.00 - 108.00

Stand Alone:

Program Applicable

AA/AS Degree General Ed Breadth Area(s):

-none-

General Education Justification:

Maximum Enrollment: 35

Maximum Enrollment Justification: Justification:

Grading Method: Letter Grade or P/NP

TOP code: 0502.00*

Can be Taken 1 **time(s) for credit** (max 4)

	- Visual or Performing Arts course that is required to meet major requirements for UC/CSU
	- Intercollegiate athletics course
	- Academic/vocational competition course

Catalog Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).
(**75 words** or less in gray box below).

This course covers the essential elements of bookkeeping practice upon which advanced work in other accounting courses is based. Topics include the double entry bookkeeping system, cash and accrual methods, use of journals and ledgers, adjusting entries, receipts and payments, payroll, sales tax and banking.

Schedule Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course).
(**25 words** or less in gray box below).

This course covers the essential elements of bookkeeping such as recording transactions, journals, ledgers, adjusting entries, receipts and payments, payroll, sales tax and banking.

Need for the course:

The course is an elective for the Business, Clerical Certificate and the A.S. in Office Administration degree. Additionally, this course provides an accounting skill set needed in the workforce.

Prerequisite(s):

Prerequisites go through a separate approval process. See Forms E1-E6 for details.
(For further clarification, contact the Prerequisite Subcommittee)

-none-

Corequisite(s):

Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:

Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:

(please number each objective and express in behavioral terms)
Upon the completion of the course the student will be able to do the following:

1. Compare, contrast and explain the structure and nature of bookkeeping and accounting practices and procedures in a small business environment.
2. Analyze transactions to determine their impact on the accounting equation, financial statements and the closing process.
3. Examine accounting procedures for completing the accounting cycle under the cash and accrual methods of accounting.
4. Assess appropriate accounting methods for performing record keeping procedures for service and merchandising entities.

5. Classify and record cash receipts, cash payments, sales, purchases and merchandise inventory transactions utilizing the double-entry accounting system including special journals and adjusting journal entries.
6. Analyze, compare and explain payroll accounting for the employee and employer including reporting requirements.
7. Prepare typical accounting documents and financial statements used by sole proprietorships.
8. Investigate and consider the appropriate government reporting requirements for bookkeeping and accounting transactions.
9. Evaluate accounting and business resources available to bookkeepers and accountants.
10. Consider the cultural and ethical implications of bookkeeping and accounting practices in a small business environment.

Course Content:

(please number the outline of main topics and subtopics)

1. Introduction to Accounting
    1. The Purpose of Accounting
    2. The Accounting Process
    3. Generally Accepted Accounting Principles (GAAP)
    4. Three Types of Ownership Structures
    5. Types of Businesses
    6. Career Opportunities in Accounting
2. Analyzing Transactions: The Accounting Equation
    1. The Accounting Elements
    2. The Accounting Equation
    3. Analyzing Business Transactions
    4. Effect of Transactions on the Accounting Equation
    5. Financial Statements
    6. Overview of the Accounting Process
    7. The Double-Entry Framework
3. The T Account
    1. Debits and Credits
    2. Transaction Analysis
    3. The Trial Balance
4. Journalizing and Posting Transactions
    1. Flow of Data
    2. The Chart of Accounts
    3. Source Documents
    4. The General Journal
    5. The General Ledger
    6. Finding and Correcting Errors in the Trial Balance
5. Adjusting Entries and the Work Sheet
    1. End–of-the Period Adjustments
    2. The Work Sheet
    3. Finding Errors on the Work Sheet
    4. Journalizing Adjusting Entries
    5. Posting Adjusting Entries
    6. Methods of Accounting: Cash, Modified Cash, and Accrual
6. Financial Statements and the Closing Process
    1. The Financial Statements
    2. The Closing Process
    3. Post-Closing Trial Balance
    4. The Accounting Cycle
7. Accounting for Cash
    1. Checking Account
    2. Reconciling the Bank Statement
    3. The Petty Cash Fund

    4. The Change Fund and Cash Short and Over
8. Payroll Accounting: Employee Earnings and Deductions
    1. Employees and Independent Contactors
    2. Employee Earnings and Deductions
    3. Payroll Records
    4. Accounting for Employee Earnings and Deductions
    5. Payroll Record-Keeping Methods
9. Payroll Accounting: Employer Taxes and Government Reporting
    1. Employer Payroll Taxes
    2. Accounting for Employer Payroll Taxes
    3. Government Reporting and Payment Responsibilities
    4. Worker's Compensation Insurance
10. Accounting for A Merchandising Business
    1. Merchandise Sales Transactions
    2. Merchandise Sales Accounts
    3. Journalizing and Posting Sales and Cash Receipts Transactions
    4. Schedule of Accounts Receivable
11. Accounting for Purchases and Cash Payments
    1. Merchandise Purchases Transactions
    2. Merchandise Purchase Accounts
    3. Journalizing and Posting Purchases and Cash Payments Transactions
    4. Schedule of Accounts Payable
12. Special Journals
    1. Special Journals
    2. Sales Journal
    3. Cash Receipt Journal
    4. Purchase Journal
    5. Cash Payments Journal
13. Accounting for Merchandise Inventory
    1. Assigning Cost to Inventory and Cost of Goods Sold
    2. Estimating Ending Inventory and Cost of Goods Sold
14. Adjustments and the Work Sheet for a Merchandising Business
    1. Adjustment for Merchandise Inventory: Periodic Inventory System
    2. Adjustment for Unearned Revenue
    3. Preparing a Work Sheet for a Merchandising Business
    4. Adjusting Entries
    5. Preparing and Journalizing Adjusting Entries Under the Perpetual Inventory System
15. Financial Statements and Year-End Accounting for a Merchandising Business
    1. The Income Statement
    2. The Statement of Owner's Equity
    3. Balance Sheet
    4. Financial Statement Analysis
    5. Closing Entries

Methods of Instruction:

Methods of instruction may include, but are not limited to the following:

- **Method:** Lecture and demonstration
  Integration: Lecture and demonstration will be used to introduce fundamentals of bookkeeping and accounting practices covered in course objectives. Examples include analyzing and recording business transactions using the accounting equation, journalizing, posting, financial statement preparation, inventory methods and payroll accounting under the cash and accrual methods of accounting.
- **Method:** Discussion
  Integration: Discussion will be used to cover bookkeeping concepts and work cooperatively in applying

concepts, linking competencies to actual business transactions and accounting practices covered in course objectives including the implications of GAAP and ethics in the bookkeeping and accounting profession.
- **Method:** Essay questions and written reports
  Integration: Essay questions and written reports will be used to explore special topics such as case studies, ethical issues, government reporting practices and procedures and record keeping procedures for service and merchandising entities.
- **Method:** Comprehensive problems and/or practice sets
  Integration: Comprehensive problems and/or practice sets will be used to apply textbook concepts in completing the accounting cycle and producing financial statements for a simulated sole proprietorship.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives. Methods of evaluation may include but are not limited to the following:

- **Method:** Exams/Tests
  Integration: Exams will be used to measure competency of fundamental bookkeeping and accounting content and objectives covered in class including analyzing and recording business transactions using the accounting equation, journalizing, posting, financial statements, inventory methods, payroll and cash transactions for sole proprietorships. Students will be evaluated based on accuracy of the questions answered.
- **Method:** Case studies
  Integration: Case studies will be used to measure competencies in applying bookkeeping concepts to the solution of assigned problems, linking competencies to actual business transactions, and generally accepted bookkeeping practices covered in course objectives including the implications of GAAP and ethics. Students will be evaluated based on the proper application of GAAP, supporting documentation, and accuracy.
- **Method:** Essay questions and written reports
  Integration: Essay questions and written reports will be used to measure studentsâ€™ comprehension of special topics such as payroll and credit practices, effective cash control procedures, online accounting resources, government reporting practices and current trends in business accounting practices. Students will be evaluated on content, format, supporting documentation, and conclusions presented in the essay and written reports.
- **Method:** Comprehensive problems and/or practice sets
  Integration: Comprehensive problems and/or practice sets will be used to determine the studentsâ€™ competencies in applying textbook concepts for completing the accounting cycle and producing financial statements for a sole proprietorship. Project will be complete when all journal entries, trial balances and financial statements are correct, no errors. Students will be evaluated based on the proper application of GAAP, completion of accounting forms, and accuracy.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Solve the comprehensive problem in your textbook that requires you to analyze and record monthly business transactions for a sole proprietorship utilizing the accounting cycle steps. Throughout the cycle, prepare the appropriate accounting documents and financial statements. Determine if the comprehensive problem is a service or merchandising business and whether the cash or accrual method of accounting applies to the scenario. This assignment will be evaluated based on a rubric developed by the instructor.
2. Research Project: You can work individually or with a partner to research and to analyze the accounting resources available in a government website such as the Employment Development Department, Internal Revenue Service, or State Board of Equalization. Summarize your findings in a written report to the company's owner. This assignment will be evaluated based on a rubric developed by the instructor.

Textbooks:

- Heintz & Parry (2020). *College Accounting 23rd Edition bundled with CengageNOW* Cengage Learning. ISBN: 9780357252383

Other Resources:

Minimum Qualification

- Accounting (Masters Required)