BSOTC072 : Introduction to Accounting

General Information

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Attachments:	Introduction_to_Accounting C-ID.docx
Course Code (CB01) (CB01) :	BSOTC072
Course Title (CB02) (CB02) :	Introduction to Accounting
Department:	Business Information Technolog
Proposal Start:	Fall 2019
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
SAM Code (CB09) (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) (CB00) :	CCC000561654
Curriculum Committee Approval Date:	11/14/2015
Board of Trustees Approval Date:	02/12/2015
External Review Approval Date:	04/14/2015
Course Description:	This course covers basic accounting concepts and procedures that are required to complete the accounting cycle. Account types (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliations, petty cash, and payroll are introduced. Learners complete business transactions from day-to-day economic activities to closing entries, and prepare year end documents such as a balance sheet, income statement, and statement of owner's equity. Students must complete and prepare lab assignments which will reinforce the concepts of the course. An introduction to Quickbooks is also incorporated in this course as an automated software option.
Submission Type:	Change to Content
	Change Course Code, Add C-ID, Revise Course Description, Methods of Instruction, Method of Evaluation, Added additional Textbook, Revised SLO's, Revise Lab Outline, and Revised Delivery Methods and Distance Education language.

Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Additional Bachelors or Associates Discipline:	Business

Course Development Options

Basic Skills Status (CB08) (CB08)

Course is not a basic skills course.

Course Special Class Status (CB13) (CB13)

Course is not a special class.

Grade Options

- Letter Grade methods
- Pass/No Pass

☑ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior to College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

Student can receive credit for this course if they demonstrate significant accounting and quickbooks knowledge through an exam.

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type
CC Business Office Technology	A.S. Degree Major
CC Administrative Office Assistant	Certificate of Achievement
CC Business Office Technology-	Certificate of Achievement

Transferability & Gen. Ed. Options

Transferability

Not transferable

Transferability Status

Not transferable

C-ID	Categories	Transferability Status	Comparable Course
Accounting	C-ID discipline	Pending	BSOT 127 X

Units and Hours

Summary

Minimum Credit Units (CB07) (CB07)	3	**Total Course In-Class (Contact) Hours**	90	**Total Student Learning Hours**	162
Maximum Credit Units (CB06) (CB06)	3	**Total Course Out-of-Class Hours**	72	**Faculty Load**	-

Credit / Non-Credit Options

Course Credit Status (CB04) (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22) (CB22)

Credit Course.

Non-Credit Characteristics

No value

Course Classification Code (CB11) (CB11)

Credit Course.

☐ Variable Credit Course

Funding Agency Category (CB23) (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10) (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Lab Hours	3	-
Activity Hours	-	-

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	36
Lab	54
Activity	-
Total	90
Course Out-Of-Class Hours	
Lecture	72
Lab	-
Activity	-
Total	72

Time Commitment Notes for Students

No value

Faculty Load

Extra Duty: -

Faculty Load: -

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No value	No value	No value	No value

Requisites

Advisory

BSOTC070 - Business Mathematics

This course introduces practical mathematical applications for business information students. Topics include solving business problems using an electronic calculator, banking, payroll, invoicing, markups/markdowns, interest, present and future value, credit cards, student loans, types of insurance, installment buying, and mortgages. Learners are required to access a printing calculator with features including round off/up key, decimal selector for 0 through 6 plus float memory keys and 10-12 digit keyboard.

Entrance Skills

Skill	Content Review
No value	No value

Limitations on Enrollment

Limitation	Provide Rationale
No value	No value

Specifications

Methods of Instruction	Methods of Instruction Rationale
Lecture	Lectures are provided to the students clarifying the concepts in each chapter.
Problem Solving	Problems are assigned for homework to reinforce the chapter concepts.
Laboratory	Two labs are assigned which include two practice sets requiring the students to complete the accounting cycle in each lab
Discussion	Students are required to participate in weekly discussions that incorporate answering a discussion question and then comment on the posts of at least two classmates.
Instruction through examination or quizzing	Students complete weekly quizzes which assess their knowledge of the chapter content.
Other	Students are introduced to Quickbooks as an example of an automated software package used in many small businesses in industry.
Outside reading	Students must read assigned articles and watch videos related to the concepts in each chapter.

Assignments

A. Chapter reading: Reading the assigned chapters and watching videos from the textbook based on the topics for the week.
B. Discussions: Students must answer a discussion question and respond to at least two of his or her classmates.
C. Assignments: Completion of written assignments based on the topics in the textbook.
D. Labs: Students must complete two labs (practice sets)
E. Exam: Students must complete weekly quizzes covering the concepts of each chapter.
F. Exam: Student must complete a final exam covering the content of the course.

Methods of Evaluation	Methods of Evaluation Rationale
Homework	Written chapter accounting problems demonstrating mastery of chapter learning outcomes.
	Example: Students complete adjusting entries as part of the accounting cycle.

Tests	B. Chapter Quizzes.
	Example: If services for the month total $7,000 in cash and $1,500 on account, the revenue account increases $8,500. (T/F)
Tests	C. Final Exam.
	Example: Liability, owner's capital, and revenue accounts normally have a. debit balances. b. large balances. c. negative balances. d. credit balances.
Project	Students must complete the accounting cycle for two assigned labs (practice sets) which require them to perform all the procedures necessary to prepare the financial statements and close the books.
Participation	Weekly discussion participation demonstrating understanding of Accounting principles concepts. Example: Explain the difference between the Balance Sheet and Income Statement.
Other	Students are to read assigned articles and watch videos that will clarify and explain the concepts in each chapter. Example: Watch the video on "Adjusting Entries" and answer questions.
Distance Education Description: how outcomes are evaluated	Students are to complete all weekly assigned activities designated in the learning management software as detailed above.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
	Heintz, James & Parry, Robert. (2017) College Accounting , 22nd Edition, Mason: Thomson Southwestern			
Glenn Owen	Quickbooks, Online for Accounting, 2nd Edition	Cengage Learning	2018	

Other Instructional Materials

Description	Software: Cengage Learning. Cengage Now, 2017 ed. -Cengage Now is used for assignments and testing. Technical support is provided by the help desk and Cengage Learning.
Author	
Citation	Introduction to Accounting

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Perform entries completing the accounting cycle using generally accepted accounting principles (GAAP) to financial statements and closing entries using Quickbooks for a service organization.
Expected SLO Performance: 70.0

Complete cash receipts, cash disbursements, and bank reconciliation.
Expected SLO Performance: 70.0

Prepare payroll and understand employer's tax responsibilities.
Expected SLO Performance: 70.0

Perform accounting entries in the accounting cycle for a merchandise business.

Expected SLO Performance: 70.0

Outline

Outline

1. Accounting concepts and procedures
   a. Definition of accounting.
   b. Difference between bookkeeping and accounting.
   c. Accounting equation.
   d. Assets; liabilities; and equity.
   e. Balance sheet.
   f. Revenue; expense; and withdrawals.
   g. Financial statements.
   h. Income statement.
   i. Statement of owner's equity.

2. Incorporating Quickbooks as a recoding software vehicle
   a. Become familiar with the software navigation
   b. Input transactions
   c. Prepare financial statements
   d. Input closing entries

3. Understanding transactions
   a. Debits and credits
   b. The T account.
   c. Balancing an account.
   d. Business transactions.

4. The accounting cycle
   a. Journal entries.
   b. Posting to the ledger.
   c. Trial balance.
   d. Common errors.
   e. Worksheet.
   f. Adjusted trial balance.
   g. Income statement.
   h. Financial statements.
   i. Adjusting entries.
   j. Closing entries.

5. Bank procedures and control of cash
   a. Checking accounts.
   b. Bank reconciliation.
   c. Petty cash.

6. Payroll concepts and procedures
   a. Employee federal and state withholding tax.
   b. Social Security tax.
   c. Workers compensation insurance.
   d. Payroll process.

7. Employer's tax responsibilities
   a. Employer's payroll tax expense.
   b. Employer's quarterly federal tax return.
   c. FICA tax obligation.
   d. W2; W3; and form 940EZ.

8. Special journals
   a. Gross sales.
   b. Sales returns and allowances.
   c. Sales journal and accounts receivable subsididary ledger.
   d. Credit memorandum.
   e. Cash receipts journal.

9. Worksheets
   a. Adjustments for merchandise Inventory.
   b. Completing a worksheet.
9. Completing the accounting cycle for a merchandise company
   a. Financial statements.
   b. Income statement.
   c. Balance sheet.
   d. Statement of owner's equity.
   e. Adjusting and closing entries.
   f. Post-closing trial balance.

10.Complete chapter study tools and assignments to master the following:
   a. Recoding transactions
   b. Identifying the type of accounts and their normal balances.
   c. Identifying that a tracaction is an economic event.
   d. Using the formats provided to prepare journals.

Lab Outline

1. Assignments demonstrating generally accepted accounting concepts and procedures (GAAP)
2. Assignments demonstrating understanding of debits and credits and their relationship to types of accounts and transactions
3. Assignments demonstrating an understanding of the accounting cycle
4. Assignments demonstrating an understanding of payroll procedures and employer tax responsibilities
5. Creation of a company using QuickBooks
6. Recording transactions using QuickBooks
7. Creating bank reconciliations using QuickBooks
8. Recording adjusting entries using QuickBooks
9. Creating financial statements and reports using QuickBooks

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face
Online
Hybrid
Interactive

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

All paper assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions are conducted by means of online discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums and through e-mail is used. Substantive critiques of all essays and at least general responses to discussion posts are provided. Rubrics, stated in the syllabus, are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of essays.

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) - Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other (specify)

Student-Instructor contact will include the following: discussion forums, learning management system messages, announcements, and feedback for each student's work.
Student-Instructor contact MAY include the following: chat/Zoom, newsgroup/discussion board, phone, and iTV.
Student-Student contact will include the following: discussion forums.
Student-Student contact MAY include the following: chat/Zoom, learning management system messages, group work, and peer reviewed projects.

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Cengage Now is used for assignments and testing. Technical support is provided by the help desk at Cengage Learning.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

The learning management system is accessible and compatible with support programs such as Kurzweil 3000. Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

The class size is from 25 to 45 students.