

# BUS R001: PREPARATION FOR ACCOUNTING

**Originator**

ptrujillo

**Co-Contributor(s)**
**Name(s)**

Fontenette, Tim (tfontenette)

Schnopp, Sylvia (sylvia\_schnopp)

Lynch , Alex (alynch)

**College**

Oxnard College

**Discipline (CB01A)**

BUS - Business

**Course Number (CB01B)**

R001

**Course Title (CB02)**

Preparation for Accounting

**Banner/Short Title**

Preparation for Accounting

**Credit Type**

Credit

**Start Term**

Fall 2021

**Catalog Course Description**

This course provides preparation for students planning to pursue transferable courses in financial and managerial accounting. This course provides a general overview of accounting designed to give students a background on basic accounting functions. The course will prepare the students with a working knowledge of the accounting cycle, journalizing, posting, trial balance, adjusting and closing entries, and financial statements.

**Taxonomy of Programs (TOP) Code (CB03)**

0502.00 - \*Accounting

**Course Credit Status (CB04)**

D (Credit - Degree Applicable)

**Course Transfer Status (CB05) (select one only)**

C (Not transferable)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

D - Possibly Occupational

**Course Cooperative Work Experience Education Status (CB10)**

N - Is Not Part of a Cooperative Work Experience Education Program

**Course Classification Status (CB11)**

Y - Credit Course

**Educational Assistance Class Instruction (Approved Special Class) (CB13)**

N - The Course is Not an Approved Special Class

**Course Prior to Transfer Level (CB21)**

Y - Not Applicable

**Course Noncredit Category (CB22)**

Y - Credit Course

**Funding Agency Category (CB23)**

Y - Not Applicable (Funding Not Used)

**Course Program Status (CB24)**

2 - Not Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

May be required

**Grading method**

Letter Graded

**Alternate grading methods**

Credit by exam, license, etc.  
Student Option- Letter/Pass  
Pass/No Pass Grading

**Does this course require an instructional materials fee?**

No

**Repeatable for Credit**

No

**Is this course part of a family?**

No

**Units and Hours**

**Carnegie Unit Override**

No

**In-Class**

**Lecture**

**Minimum Contact/In-Class Lecture Hours**

52.5

**Maximum Contact/In-Class Lecture Hours**

52.5

**Activity****Laboratory****Total in-Class****Total in-Class****Total Minimum Contact/In-Class Hours**

52.50

**Total Maximum Contact/In-Class Hours**

52.50

**Outside-of-Class****Internship/Cooperative Work Experience****Paid****Unpaid****Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

**Maximum Outside-of-Class Hours**

105

**Total Student Learning****Total Student Learning****Total Minimum Student Learning Hours**

157.5

**Total Maximum Student Learning Hours**

157.5

**Minimum Units (CB07)**

3

**Maximum Units (CB06)**

3

**Student Learning Outcomes (CSLOs)****Upon satisfactory completion of the course, students will be able to:**

- |   |   |
|---|---|
| 1 | Define and apply the accounting cycle as it applies to service and merchandizing organizations. |
| 2 | Define and apply double-entry accounting for service organizations                              |
| 3 | Analyze and contrast the closing process in a merchandising company and a service company.      |

**Course Objectives****Upon satisfactory completion of the course, students will be able to:**

- |   |  |
|---|--|
| 1 | Define and apply the accounting cycle as it applies to service and merchandizing organizations   |
| 2 | Define and apply double entry accounting for service organizations                               |
| 3 | Explain and analyze the role accounting plays in business decision making and financial analysis |
| 4 | Analyze and contrast the closing process in a merchandising company and a service company        |
| 5 | Explain and analyze the role of accounting as it relates to payroll and internal cash control    |

## Course Content

### Lecture/Course Content

1. Accounting Concepts and Procedures
  - a. Accounting equation
  - b. Expanded accounting equation
  - c. Financial statements
    - i. Income Statement
    - ii. Statement of Owner's Equity
    - iii. Balance Sheet
2. Debits and Credits
  - a. The T-account
  - b. Recording business transactions
  - c. Trial balance
3. The Accounting Cycle
  - a. Recording in the general journal
  - b. Posting to the ledger
  - c. Preparing a worksheet
  - d. Preparing adjustments
  - e. Adjusted trial balance
  - f. Preparing financial statements from the worksheet
  - g. Journalizing and posting adjusting entries
  - h. Journalizing and posting closing entries
  - i. Preparing post closing trial balance
4. Banking Procedures and Control of Cash
  - a. Bank procedures, checking accounts and bank reconciliation
  - b. Establishment of petty cash and change funds
5. Payroll Concepts and Procedures
  - a. Introduction to payroll accounting
    - i. Employee Federal Income Tax and State Income Tax withholding
    - ii. Employee withholding for Social Security and Medicare
    - iii. Workers' Compensation Insurance
6. Employer's Tax Responsibilities
  - a. Employer's tax expense
  - b. Federal employer tax forms
  - c. Federal employee forms
7. Special Journals: Sales and Cash Receipts
  - a. Gross sales; sales returns and allowances; sales discounts; sales tax
  - b. Sales Journal and Accounts Receivable Subsidiary Ledger
  - c. Credit Memorandum
  - d. Cash Receipts Journal and Schedule of Accounts Receivable
8. Special Journals: Purchases and Cash Payments
  - a. Purchases returns and allowances
  - b. Purchases Journal and Accounts Payable Subsidiary Ledger
  - c. Debit Memorandum
  - d. Cash Payments Journal and Schedule of Accounts Payable
9. Merchandise Inventory
  - a. Adjustments for merchandise inventory

### Laboratory or Activity Content

None

## Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises

**Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):**

Computational homework  
Mathematical proofs  
Objective exams  
Problem-Solving Assignments  
Quizzes

## **Instructional Methodology**

**Specify the methods of instruction that may be employed in this course**

Audio-visual presentations  
Class activities  
Case studies  
Distance Education  
Field trips  
Lecture

**Describe specific examples of the methods the instructor will use:**

1. This course may be taught by using lectures, class discussions, case studies, and studying actual business problems. Course materials will use current examples of existing business problems to encourage classroom discussion and enhance the learning experience. Multi-media presentations, guest speakers, and group activities may also be used as methods of instruction.
2. This course may be taught solely online and all resources, lecture and assistance will be available through Canvas and professor's office hours.

## **Representative Course Assignments**

### **Writing Assignments**

1. Written assignments are required and may include but are not limited to:
  - a. Answers to discussion questions in the text related to the accounting system.
  - b. Summary and analysis of other readings on the interpretation of accounting statements.
  - c. Essays on assigned topics on ethical issues relating to financial accounting.
  - d. Essays on questions on exams on accounting and business terminology.

### **Critical Thinking Assignments**

1. Case Studies in which students have to answer problem solving and situation-identifying questions as they pertain to accounting.
2. Problem solving assignments where the students are given accounting situations and the students must make decisions on how to move forward.

### **Reading Assignments**

1. Assignments will include instructor-generated assignments on content, form, and purpose of the basic financial statements.
2. Textbook assignments for pre class preparation in reading of general accounting principles.
3. Assigned readings from the text and other sources as appropriate related to asset and liability issues.

### **Other assignments (if applicable)**

1. Appropriate outside assignments
  - a. Problem solving using journals and ledgers.
  - b. Preparing for class discussion.

## **Outside Assignments**

### **Representative Outside Assignments**

1. Students are assigned weekly reading homework and lesson questions that must be answered and submitted.

## **Articulation**

### **Comparable Courses within the VCCCD**

ACCT M01A - Accounting Procedures I  
BUS V03 - Introduction to Accounting

**District General Education**

**A. Natural Sciences**

**B. Social and Behavioral Sciences**

**C. Humanities**

**D. Language and Rationality**

**E. Health and Physical Education/Kinesiology**

**F. Ethnic Studies/Gender Studies**

**CSU GE-Breadth**

**Area A: English Language Communication and Critical Thinking**

**Area B: Scientific Inquiry and Quantitative Reasoning**

**Area C: Arts and Humanities**

**Area D: Social Sciences**

**Area E: Lifelong Learning and Self-Development**

**CSU Graduation Requirement in U.S. History, Constitution and American Ideals:**

**IGETC**

**Area 1: English Communication**

**Area 2A: Mathematical Concepts & Quantitative Reasoning**

**Area 3: Arts and Humanities**

**Area 4: Social and Behavioral Sciences**

**Area 5: Physical and Biological Sciences**

**Area 6: Languages Other than English (LOTE)**

**Textbooks and Lab Manuals**

**Resource Type**

Textbook

**Description**

*College Accounting: A Contemporary Approach, 4/e*, McGraw Hill Irwin, 2017

(Authors: M. David Haddock, Jr. – Chattanooga State Community College; John Ellis Price, University of North Texas- Dallas; and Michael J. Farina, Cerritos College)

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**Resource Type**

Other Resource Type

**Description**

Viewing media materials dealing with accounting and accounting principles..

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**Resource Type**

Other Resource Type

**Description**

Working papers for above textbook..

**Library Resources****Sufficient Library Resources exist**

Yes

**Distance Education Addendum****Definitions****Distance Education Modalities**

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

**Faculty Certifications**

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

**Regular Effective/Substantive Contact****Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

**Hybrid (51%–99% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods.
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.

E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.
<b>100% online Modality:</b>	
<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries.
Video Conferencing	Students will attend, participate (verbal and nonverbal) and engage in video conferences for the class. However, students are not required to have video "on".
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures on the Power Point presentations for the class.
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods.
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.

## Examinations

### Hybrid (1%–50% online) Modality

Online  
On campus

### Hybrid (51%–99% online) Modality

Online  
On campus

## Primary Minimum Qualification

BUSINESS

## Additional Minimum Qualifications

### Minimum Qualifications

Accounting

## Review and Approval Dates

### Department Chair

10/01/2020

### Dean

10/01/2020

### Technical Review

10/28/2020

### Curriculum Committee

10/28/2020

### Curriculum Committee

12/09/2020



**CCCCO**

MM/DD/YYYY

**Control Number**

CCC000308183

**DOE/accreditation approval date**

MM/DD/YYYY