

# BUS R105: ACCOUNTING FOR ENTREPRENEURS

**Originator**

ptrujillo

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

Fontenette, Tim (tfontenette)

Lynch , Alex (alynch)

**College**

Oxnard College

**Discipline (CB01A)**

BUS - Business

**Course Number (CB01B)**

R105

**Course Title (CB02)**

Accounting for Entrepreneurs

**Banner/Short Title**

Accounting to Entrepreneurs

**Credit Type**

Credit

**Start Term**

Fall 2021

**Catalog Course Description**

This course is an introductory study of the basic accounting required to manage the financial documentation related to running a small business. Emphasis is placed on the practical application of recording, summarizing, and reporting business transactions for internal purposes as well as for completing federal, state, and local reporting requirements.

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

0506.00 - \*Business Management

**Course Credit Status (CB04)**

D (Credit - Degree Applicable)

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

B (Transferable to CSU only)

**Course Basic Skills Status (CB08)**

N - The Course is Not a Basic Skills Course

**SAM Priority Code (CB09)**

C - Clearly 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)**

1 - Program Applicable

**General Education Status (CB25)**

Y - Not Applicable

**Support Course Status (CB26)**

N - Course is not a support course

**Field trips**

Will not be required

**Grading method**

Letter Graded

**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**

17.5

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

17.5

**Activity**

**Laboratory**

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

26.25

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

26.25

**Total in-Class**

**Total in-Class**

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

43.75

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

43.75

**Outside-of-Class****Internship/Cooperative Work Experience**

Paid

Unpaid

**Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

35

**Maximum Outside-of-Class Hours**

35

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

78.75

**Total Maximum Student Learning Hours**

78.75

**Minimum Units (CB07)**

1.5

**Maximum Units (CB06)**

1.5

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

- |   |   |
|---|---|
| 1 | Identify and explain the need for accurate accounting records for both internal and external use.                 |
| 2 | Perform basic record keeping processes such as recording, summarizing, and reporting small business transactions. |
| 3 | Identify and explain good cash control procedures and to small business situations.                               |

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

- |   |  |
|---|--|
| 1 | Identify and explain the need for accurate accounting records for both internal and external use.                |
| 2 | Perform basic record keeping processes such as recording, summarizing, and reporting smallbusiness transactions. |
| 3 | Identify and explain cash control procedures and apply these to actual small business situations.                |
| 4 | Identify and explain asset control and apply the guidance to small business situations.                          |
| 5 | Prepare various federal, state, and local returns including sales tax returns.                                   |

**Course Content****Lecture/Course Content**

1. The process for accurate accounting records
  - a. Internal use
  - b. External use
2. The basic record keeping process
  - a. Recording
  - b. Summarizing transactions using a worksheet
  - c. Reporting business information

3. Cash Control
  - a. Business checking accounts
  - b. Cash flow control
  - c. Bank reconciliation
  - d. Cash accountability
4. Asset Control
  - a. Inventory
  - b. Plant assets
5. Federal, State, local reporting requirements
  - a. Federal and state tax returns
  - b. Personal property tax
  - c. Sales tax collecting and reporting

#### **Laboratory or Activity Content**

1. Students will process accounting records
  - a. Internal Use
  - b. External Use
2. Students will apply basic recording processes
  - a. Recording
  - b. Summarizing transactions
  - c. Reporting information
3. Students will practice Cash and Asset Control
  - a. Business checking accounts
  - b. Cash flow control
  - c. Reconciliation
  - d. Inventory

#### **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  
Individual projects  
Problem-Solving Assignments  
Problem-solving exams  
Quizzes

#### **Instructional Methodology**

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

Computer-aided presentations  
Class activities  
Case studies  
Distance Education  
Lecture

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

1. This course will 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. Answers to discussion questions in the text related to the accounting system.
2. Summary and analysis of other readings on the interpretation of accounting statements.

**Critical Thinking Assignments**

1. This course will cover the general framework of accounting from the text and HP LIFE website and assignments will be based on that information, such as processing basic accounting records and business record keeping.

**Reading Assignments**

1. Assignments will include instructor generated assignments on content, form, and purpose of the basic financial statements.

**Other assignments (if applicable)**

1. Problem solving using journals and ledgers.
2. 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.

**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

**Classic Textbook**

No

**Description**Hermanson, Roger; Edwards, James; *Accounting Principles: A Business Perspective*; Suwanee, GA; 12th Media (2018)**Resource Type**

Software

**Description***HP LIFE (Learning Initiatives for Entrepreneurs)***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)	Students can request and schedule a face-to-face meeting to cover material and lessons from classwork.
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.
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.

**Hybrid (51%–99% online) Modality:**

<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
Face to Face (by student request; cannot be required)	Students can request and schedule a face-to-face meeting to cover material and lessons from classwork.
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.
Video Conferencing	Video tools such as ConferZoom can be used to provide live synchronous or asynchronous sessions with students. Students will attend, participate (verbal and nonverbal) and engage in video conferences for the class. However, students are not required to have video "on". Recordings of all live sessions will be made available within the LMS.

**100% online Modality:**

<b>Method of Instruction</b>	<b>Document typical activities or assignments for each method of instruction</b>
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures on the Power Point presentations for the class and recorded message from the instructor
Video Conferencing	Video tools such as ConferZoom can be used to provide live synchronous or asynchronous sessions with students. Students will attend, participate (verbal and nonverbal) and engage in video conferences for the class. However, students are not required to have video "on". Recordings of all live sessions will be made available within the LMS.
Face to Face (by student request; cannot be required)	Students can request and schedule a face-to-face meeting to cover material and lessons from classwork
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.

**Examinations**

**Hybrid (1%–50% online) Modality**

Online

**Hybrid (51%–99% online) Modality**

Online

**Primary Minimum Qualification**

ACCOUNTING

**Additional Minimum Qualifications**

**Minimum Qualifications**

Business

**Review and Approval Dates**

**Department Chair**

09/13/2020

**Dean**

09/13/2020

**Technical Review**

10/28/2020

**Curriculum Committee**

10/28/2020

**Curriculum Committee**

12/09/2020

**CCCCO**

MM/DD/YYYY

**Control Number**

CCC000587855

**DOE/accreditation approval date**

MM/DD/YYYY