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Business (BUSN) 1051 General Accounting (4 Units)
[formerly Business 52A]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 64 hours lecture

Catalog Description: This is an introductory course in accounting stressing theory and principles of elementary accounting applicable to proprietorships, partnerships, and corporations. The course includes the entire bookkeeping cycle. The course provides student practical training for clerical, bookkeeping, and managerial positions.

Type of Class/Course: Degree Credit

Text: Mostyn, Gregory R. *Basic Accounting: Concepts, Principles, and Procedures*. 2nd ed.
Milpitas: Worthy, 2017.

Course Objectives:

By the end of the course, a successful student will be able to:

1. identify and demonstrate the basic steps in the accounting cycle for a sole proprietorship,
2. demonstrate a knowledge of basic accounting principles,
3. distinguish between various cash control procedures,
4. demonstrate a knowledge of laws that apply to payroll reporting,
5. explain the difference between accounting for a service vs. merchandising business, and
6. construct financial statements for both service and merchandising business.

Course Scope and Content:

- Unit I Introduction to Business
- A. Classify businesses
 - B. Examine business operations and wealth accumulation
 - C. Compare types of business forms
 - D. Compare an economic entity with an accounting entity
- Unit II Assets
- A. Compare essential characteristics of assets
 - B. Compare owner's claims and creditors' claims to assets
 - C. Use the accounting equation to analyze a general ledger
 - D. Calculate depreciation of assets
 - E. Use periodic and perpetual inventory methods

- Unit III Basic Accounting Transactions
- A. Distinguish between types of transactions
 - B. Compare six basic patterns of transactions
 - C. Solve cumulative effect problems
 - D. Explain five kinds of data arrangements
 - E. Record transactions in the asset accounts
 - F. Distinguish transactions between service and merchandise businesses
- Unit IV Liabilities
- A. Compare essential characteristics of liabilities
 - B. Record transactions in the liabilities accounts
- Unit V Equities
- A. Compare features of equities
 - B. Distinguish between four basic changes in equities
 - C. Record transactions in the equity accounts
- Unit VI Process
- A. Use three-stage process in an accounting system
 - B. Examine ethics in accounting
 - C. Record basic transactions
 - D. Use special journals to record transactions
 - E. Use a ledger and produce trial balances
 - F. Correct errors in the accounting system
- Unit VII Financial Reports
- A. Examine four qualities of information
 - B. Prepare Income Statements for service and merchandise entities
 - C. Prepare Balance Sheets for service and merchandise entities
 - D. Prepare Statement of Cash Flow for service and merchandise entities
 - E. Examine the conceptual framework governing accounting
- Unit VIII Corporations
- A. Describe the corporate entity
 - B. Account for basic stock transactions
 - C. Compare corporations with proprietorships
- Unit IX Partnerships
- A. Describe a partnership
 - B. Account for basic partnership transactions
- Unit X Payroll
- A. Define the payroll process
 - B. Calculate basic payroll elements including pay rates, deductions, employers' matches, and employers' taxes
 - C. Prepare basic payroll reports including paychecks, registers, and tax forms

Learning Activities Required Outside of Class:



The students in this class will spend a minimum of 8 hours per week outside of the regular class time doing the following:

1. Studying class notes
2. Answering questions
3. Completing required reading
4. Performing problem solving activities or exercises
5. Doing written work
6. Participating in group projects

Methods of Instruction:

1. Lectures
2. Demonstrations of sample problems on blackboard
3. Assigned problems from the text
4. Multimedia presentations
5. Group explorations
6. Case studies and scenarios

Methods of Evaluation:

1. Writing assignments, including:
 - a. written homework from chapters
 - b. group reports
 - c. topic paper written under American Psychological Association (APA) style guide
 - d. chapter critical analysis reflections
 - e. case studies
 - f. scenarios
 - g. simulations
2. Problem-solving demonstrations, including:
 - a. exams
 - b. homework problems
 - c. laboratory reports
 - d. case study recommendations and solutions
3. Other summative examinations using combinations of:
 - a. multiple choice questions
 - b. matching items
 - c. true/false questions
 - d. short answer questions
 - e. fill in the blank responses
4. Participation including:
 - a. role-playing and group activities
 - b. oral presentations and demonstrations
 - c. discussion responses
 - d. scenario reflections

5. Projects including:
 - a. multimedia presentations
 - b. business scenario responses
 - c. action plans
 - d. formal written reports
 - e. portfolios
 - f. community service projects
 - g. building new case studies

Supplemental Data:

T.O.P. Code:	050200 Accounting
Sam Priority Code:	D: Possibly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	Yes
Eligible for Pass/No Pass:	Yes