

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

ACCT 128 - Bookkeeping

2 Unit(s)

Prerequisite(s): NONE

Recommended Prep: NONE

Transfer Status: NT

25.5 hours Lecture

25.5 hours Lab

This course is an overview of basic bookkeeping methods from a practical business perspective. Topics discussed will include debits, credits, journal entries, petty cash, accounts receivable, accounts payable, trial balance, income statement, and the balance sheet for a service business. Students will also be introduced to the basic concepts of QuickBooks. Emphasis will be on providing answers to questions commonly asked by small business owners.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Create and describe the components of basic accounting statements.
- B. Implement procedures to successfully manage cash, accounts receivable and accounts payable.
- C. Complete a set of accounts receivable and accounts payable records by hand and in QuickBooks.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

| Lecture | |
|------------------------------------------------------|--------------|
| <u>Topics</u> | <u>Hours</u> |
| 1. Introduction to Bookkeeping and Record Management | 1.50 |
| 2. Debits and Credits Basics | 3.00 |
| 3. The General Ledger | 3.00 |
| 4. Accounts Receivable | 3.00 |
| 5. Maintaining an Accounts Receivable Ledger | 1.50 |
| 6. Accounts Payable | 3.00 |
| 7. Maintaining an Accounts Payable Ledger | 1.50 |
| 8. Petty Cash Records | 1.50 |
| 9. QuickBooks Introduction | 3.00 |
| 10. Accounts Payable on QuickBooks | 1.50 |
| 11. Accounts Receivable on QuickBooks | 1.50 |
| 12. Determine When You Need an Accountant | 1.50 |
| Total Hours | 25.50 |

Lab

| <u>Topics</u> | <u>Hours</u> |
|------------------------------------------------------|--------------|
| 1. Introduction to Bookkeeping and Record Management | 1.50 |
| 2. Debits and Credits Basics | 3.00 |

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|-----|-------------------------------------------|-------|
| 3. | The General Ledger | 3.00 |
| 4. | Accounts Receivable | 3.00 |
| 5. | Maintaining an Accounts Receivable Ledger | 1.50 |
| 6. | Accounts Payable | 3.00 |
| 7. | Maintaining an Accounts Payable Ledger | 1.50 |
| 8. | Petty Cash | 1.50 |
| 9. | QuickBooks Introduction | 3.00 |
| 10. | Accounts Payable on QuickBooks | 1.50 |
| 11. | Accounts Receivable on QuickBooks | 1.50 |
| 12. | Practice Set | 1.50 |
| | Total Hours | 25.50 |

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstrations
- C. Class Activities
- D. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- E. Problem-Solving Sessions

V. METHODS OF EVALUATION

- A. Projects
- B. Homework and in-class assignments
- C. Classroom participation
- D. Quizzes and tests

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read the text chapter on Accounts Payable and Purchasing. Be prepared to discuss the concepts presented in class.
 - 2. Read an article on the internet about financial statements and be prepared to discuss the significance of the article chosen.
- B. Writing Assignments
 - 1. Utilizing accounting simulation, create accounting journal entries, post the journal entries and prepare financial statements using QuickBooks.
 - 2. Complete the practice set and determine if your company was successful. Write a one-two page paper on your companies outcome. Be prepared to discuss your paper in class.
- C. Out-of-Class Assignments
 - 1. Create a set of transactions for a new company for one month. Take these transactions through the entire accounting cycle.
 - 2. Read the transactions related to cash in chapter 6. Create a bank reconciliation, the journal entries related to the reconciliation and post these entries to the general ledger.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Robert L Dansby. College Accounting. 5th Edition. Paradigm, 2010.

Created/Revised by: Dena Hartman
Date: 04/01/2013