AA/AS Degree  x  MODESTO JUNIOR COLLEGE  Date Originally Submitted:  4/19/1989
Non-Degree  
Noncredit  

I. DIVISION:  Business, Behavioral & Social Sciences  DIV./DEPT. NO:  41/1500
PREFIX/NO.: BUSAD 320  COURSE TITLE:  Bookkeeping 2

Formerly listed as:  
Date Changed:  

Hours/Week:  Lecture:  3  Lab:  
% Load:  20  % Load:  
Other:  
If catalog is to read lecture/lab check here  
Other (explain):  

II. ALSO OFFERED AS:

Div:  
Prefix/No.:  
Title:  

Div:  
Prefix/No.:  
Title:  

III. COURSE INFORMATION:
No. Weeks:  18  TOP:  0502.00  State Class:  I  Method of Instruction:  10
Units:  3  SAM:  C  Wk/Ex:  
Tot % Load:  20  CAN:  
Apprentice:  
Offered Only:  Spring  Summer  Fall  Eve  Not offered every semester:  

IV. PREREQUISITE(S)/COREQUISITE(S)/RECOMMENDED FOR SUCCESS:
Prerequisite (P)  x  Corequisite: (C)  
Recommended for success (R)  
(Please check all that apply and list below. Also attach appropriate documentation forms)
BUSAD 310  

V. CATALOG DESCRIPTION:
Continuation of BUSAD 310: includes entries requiring analysis and interpretation; entries for promissory notes; adjustments for prepaid, unearned and accrued items; depreciation of assets; property sales; closing of books; partnership and corporate accounting; cash flows and financial analysis.

VI. FIELD TRIPS REQUIRED?  Yes  No  Maybe  x

VII. GRADING:  A-F Only  CR/NC Only  CR/NC Option  x  Non-Grades  

VIII. REPEAT PROCEDURES:  Credit:  No  x  Yes  Maximum Completions:  
Non-Credit:  No  Yes  Maximum Completions:  
*(If course is repeatable, justify.)

IX. EXPLAIN FEE REQUIRED:

BUSAD 320 - Bookkeeping 2

X. **PREREQUISITE SKILLS**
Before entering the course, the student will be able to:

A. Recall the principles and practices of modern bookkeeping.
B. Relate the accounting cycle.
C. Identify bookkeeping terminology.
D. Distinguish between the financial transactions for a sole proprietorship and for a service or a merchandising firm.
E. Distinguish between cash basis and accrual basis of accounting.
H. Record the transactions for sets of books for a sole proprietorship.

XI. **OBJECTIVES** (Expected outcomes for students)
Upon successful completion of the course, the student will be able to:

A. Examine the principles and practices of modern bookkeeping.
B. Cite the work done by an accountant and describe business problems that should be referred to an accountant.
C. Explain the necessity for, and significance of, reports and statements and the way in which reports and statements are used by management in making decisions for future operations.
D. Describe current business practice in the handling of Notes Payable and Notes Receivable.
E. Identify the necessity for the provision of uncollectable accounts at the end of the fiscal period and the methods of write-off.
F. Describe the theory of depreciation, the computation of depreciation by methods in current use, and the recordings of depreciation.
G. Describe the process of closing the books of account for the period.
H. Explain the methods used in accumulating information for property, sales, and income taxes.
I. Describe the special applications of bookkeeping for a partnership and for a corporation.
J. Explain the cash flow process.
K. Explain financial analysis of balance sheet and income statement.
L. Increase bookkeeping skills, including the ability to make decisions concerning more difficult entries.
M. Prepare accurate financial statements for sole proprietorships, partnerships, and corporations.
N. Further develop accounting vocabulary.
O. Show growth in the development of habits of neatness and accuracy.
P. Practice the application of bookkeeping and accounting principles through problem solving and keeping records for hypothetical business units.
Q. Participate in discussion of realistic or actual situations to expand or broaden upon or enliven contextual material.
BUSAD 320 - Bookkeeping 2

XII. CONTENT

A. Review of journals and ledgers.
B. Notes payable and receivable, and allowance for bad debts.
C. Inventory valuation, depreciation, disposition of an asset and business taxes.
D. End of cycle procedures, including adjusting for accruals and deferrals, completing the worksheet and financial statements, and journalizing adjusting and closing entries.
E. Partnership accounting.
F. Corporate accounting.
G. Cash flows and financial statement analysis.

XIII. TEACHING METHODS

A. Methods to achieve course objectives:
   1. Presentation of new material by the lecture method.
   2. Regularly assigned reading related to (1) and problems for the application of principles.
   3. General discussion of contextual material with emphasis upon class participation.
   4. Extensive use of the blackboard for presenting illustrations of problems and principles.
   5. Use of audio-visual aids such as film strips and charts, transparencies, and prepared forms, as they may be available.

B. Methods used in achieving learner independence and critical thinking:
   1. Homework assignments and/or in-class exercises require students to analyze a given problem, select an appropriate procedure to solve the problem, apply the procedure, and evaluate the adequacy of both the result of the procedure and the procedure itself.

XIV. TEXTBOOKS (Typical)

Jeffrey Slater. *College Accounting*, Prentice Hall, 1999

XV. SPECIAL STUDENT MATERIALS (i.e., protective eyewear, aprons, etc.)

XVI. METHODS OF EVALUATING STUDENT PROGRESS

A. Examinations are given periodically to measure ability to perform bookkeeping tasks.
B. Assignments are checked for accuracy and to see if the material presented is being understood enough to correctly complete problems.
C. Integrated problems and/or practice sets or projects are assigned and corrected.
D. Attendance, punctuality, class participation, and completion of homework may be considered in evaluating students.