**BARTON COMMUNITY COLLEGE**

##### COURSE SYLLABUS

1. **General Course Information**

Course Number: ACCT 1640

Course Title: Accounting for Business Operations

Credit Hours: 3

Prerequisite:

Course Description: This course will introduce the student to investing decisions faced by managers. These decisions will be presented within a framework of planning, performing, and evaluating activities. The course will be taught from the perspective of the decision-maker as a user of accounting information.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE PolicIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

1. **Course as Viewed in the Total Curriculum**

Accounting is the language of business and a basic business requirement of the business curriculum. Students seeking an undergraduate degree in business must complete Accounting I and Accounting II or their equivalent as the introductory courses in financial accounting. Additional accounting courses are required of the business graduate. Undergraduate degrees in business related areas (i.e. computer science) require a minimum of course work in financial accounting that includes Accounting I and II. Those seeking an associate degree in certain areas of specialization will find it to their advantage to complete Accounting I and II. In the final analysis, those students that need a background in financial accounting must complete Accounting I and II.

For this course to transfer to Kansas Regents’ institutions, Accounting II must also be successfully completed. Accounting I and Accounting II courses from Barton Community College will transfer to the Kansas Regents’ institutions as either 3 or 4 credits in Financial Accounting.

Transferability varies among institutions, and perhaps even among departments, colleges, or programs within an institution. Also, these requirements may change from time to time and without notification. Therefore, it shall be the student’s responsibility to obtain relevant information from intended transfer institutions during his/her tenure at Barton Community College to insure that he/she enrolls in the most appropriate set of courses for transferability.

1. **Assessment of Student Learning**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

This course is intended to:

1. Introduce the role of accounting system as a source of information for the decision maker
2. Describe the components of an accounting system.
3. Detail how the accounting system assists decision makers.
4. Identify the characteristics of sole proprietorships, partnerships, and corporations.
5. Identify the characteristics of service companies, merchandisers and manufacturers.
6. Describe the business entity concept, going concern concept, monetary unit concept, and the periodicity concept.
7. Describe the benefits/protection of a partnership agreement.
8. Identify internal and external stakeholders.
9. Demonstrate the identification, analysis, measurement, and classification of accounting events
10. Define asset, liability, and equity.
11. Define revenue and expense.
12. Describe the purpose of each financial statement.
13. Describe the purpose of notes to the financial statements.
14. Use ratio analysis to evaluate operations.
15. Introduce the transaction cycles
16. Demonstrate the purpose and importance of internal controls
17. Explain the objectives of an internal control system.
18. Describe internal control procedures.
19. Describe the purpose of bank reconciliation.
20. Prepare bank reconciliation.
21. Demonstrate cost-volume profit analysis
22. Use cost volume profit analysis to calculate an entity’s break-even point in units and sales dollars.
23. Use cost volume profit analysis to determine a target profit level (before tax and after tax) in units and sales dollars.
24. Use sensitivity analysis to identify price or cost change effects to break-even points and target profit levels.
25. Introduce the budgeting process
26. Explain the process of budget preparation.
27. Identify the components of the master budget.
28. Discuss the effects of the budget process on employee behavior.
29. Examine the short-term operating decisions faced by managers
30. Use incremental analysis to solve special order problems and make or buy problems, and assist in the decision to add or delete a product line.
31. Examine the accounting cycle
32. Demonstrate a thorough understanding of the accounting cycle.
33. Apply the accounting cycle to transactions in the expenditure cycle, revenue cycle, and conversion cycle.
34. Introduce accounting events in the expenditure cycle, revenue cycle, and conversion cycle
35. Detail cash management procedure
36. Discuss the advantages and disadvantages of holding temporary investments instead of cash.
37. Describe the process of factoring receivables.
38. Demonstrate how a petty cash fund works.
39. Analyze and evaluate the accounting events within the transaction cycles.
40. Use variance analysis to evaluate operations.
41. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**
42. **TextbookS AND OTHER REQUIRED MATERIALS**
43. **References**
44. **Methods of Instruction and Evaluation**
45. **AttendancE REQUIREMENTS**
46. **Course Outline**