

Course Outline of Record

1. Course Code: BUAC-050
2.
  - a. Long Course Title: Accounting In The Business Environment
  - b. Short Course Title: ACCTG/BUS ENVIRONMNT
3.
  - a. Catalog Course Description:
 

This course is a comprehensive study of the accountant's role in providing management with information to assist in the decision making process. Approximately one half of the course emphasizes how the accountant organizes, analyzes, and presents financial information but excludes actual preparation of financial statements. The course incorporates the use of spread sheets in meeting those objectives. The balance of the course introduces students to the integrative nature of business and the cross-functional relationships within the professional environment. Included are the accountants' role in Human Resources, Entrepreneurship, and small business management.
  - b. Class Schedule Course Description:
 

This course examines the role of accounting in managing business operations.
  - c. Semester Cycle (if applicable): N/A
  - d. Name of Approved Program(s):
    - ACCOUNTING Certificate of Achievement
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 32      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
 

*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*

 Advisory: MATH 060
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Parsons, J., Oja, D. Carey, P., Ageloff, R (2014). Microsoft Office Excel 2013 Brief Cengage. ISBN: 9781285169392  
 College Level: Yes  
 Flesch-Kincaid reading level: N/A
  - b. Cascio, Edmonds, Martocchio, Nickels (2014). Accounting in the Business Environment McGraw-Hill/Irwin. ISBN: 0390167487  
 College Level: Yes  
 Flesch-Kincaid reading level: 12
7. Entrance Skills: *Before entering the course students must be able:*
  - a.
 

Demonstrate competence in addition, multiplication, division, and subtraction.

    - MATH 060 - Compute using the four basic operations of addition, subtraction, multiplication, and division on the rational numbers in both fraction and decimal form.
    - MATH 060 - Apply the basic operations to solve application problems that involve whole numbers, integers, and rational numbers.
  - b.
 

Demonstrate the ability to work with fractions, decimals, percentages, signed numbers and basic equations.

    - MATH 060 - Employ decimal notation and place value to compare, order, and round numbers.

- MATH 060 - Use the concept of ratio to determine the solution to a proportion problem.

8. Course Content and Scope:

Lecture:

1. Accounting – present and past
  1. Who uses accounting information?
  2. A broad historical perspective of accounting
  3. The role the Financial Accounting Standards Board (FASB)
  4. Plays in development of accounting standards
  5. Key elements of ethical behavior for accounting professionals
  6. The objectives of financial reporting for a business entity
2. Financial Statements and accounting concepts/principles
  1. The kinds of information on each financial statement and how they are related to each other.
  2. The broad generally accepted accounting principles that apply to the accounting process
  3. The importance of the cash flow statement in conjunction with accrual accounting results
  4. Annual reports – What are they and why are they issued
  5. Several limitations of financial statements
3. Fundamental interpretations made from financial statement data
  1. Why financial statement ratios are important
  2. Why liquidity is important
  3. Effective use of trend analysis
4. Financial statement analysis
  1. How book value per common share is calculated and why it is not very meaningful
  2. Using common size financial statements to evaluate a firm's position
  3. Using non financial information to evaluate results of operations
5. Performance Evaluation
  1. Compute revenue and cost variances
  2. Interpret whether the variances signal favorable or unfavorable performance
  3. What variances are most appropriate to investigate
  4. How well prepared budgets can motivate performance without negative consequences
6. Cost-volume-profit relationships
  1. The managerial planning and control cycle
  2. The difference between variable and fixed cost behavior patterns
  3. The simplifying assumptions made in this classification model
  4. Why expressing fixed costs on a per unit basis is misleading
  5. Contrast the traditional income statement with the contribution margin income statement format
  6. Calculate contribution margin and use it in the CVP analysis
  7. The break even point as a planning tool
  8. Concept of operating leverage
7. Forms of ownership of small businesses
  1. The three major forms of ownership
  2. Reasons for and against forming a proprietorship
  3. Reasons for and against forming a partnership
  4. Reasons for and against forming a corporation
  5. Other legal forms a business can take
8. Planning, organizing, and managing a small business
  1. Why planning is so important – and so neglected – in business
  2. The role of strategic and operational planning
  3. What purpose does a business plan serve...who needs one?
  4. The role of accounting in evaluating the success or failure of the business plan
9. The integrative nature of business
  1. The concept of vision and mission statements
  2. The significance of the indicators of business success
  3. The influences that the operating environment has on business
  4. Decisions facing company leaders
  5. Performance measures
10. Managing human resources
  1. The legal environment of employment decisions

11. How the civil rights laws affect employment practice
12. Effective policies to prevent harassment
13. The obligations the Family and Medical Leave Act impose on employers
14. 'Reasonable accommodation' for employees and applicants with disabilities
15. Introduction to Employee benefits
  1. Origins and overview of employee benefits
  2. Legally required and discretionary benefits
  3. Legal influences on employee benefits practices
  4. Strategically planning the benefits program
  5. Types of information used to develop benefits plans
16. Employment law for businesses, employer – employee; definitions and distinctions
  1. The regulation of the employment relationship
17. Payroll deductions
18. Discrimination and affirmative action
  1. When is a worker an employee?
19. Temporary workers
20. Employment probation
  1. Who Constitutes an Employer?
21. Spread sheet skills - Creating a worksheet
  1. Getting started
  2. Creating your first worksheet
  3. Editing the worksheet
  4. Managing files
22. Spread sheet skills - Modifying a worksheet
  1. Entering and reviewing data
  2. Copying and moving data
  3. Modifying rows and columns
23. Spread sheet skills - Performing calculations
  1. Working with formulas and functions
  2. Using Date and time functions
  3. Using text manipulation functions
  4. Using mathematical and statistical functions
24. Introduction to basic office networking
  1. Human and computer networks
  2. The benefits of networks
  3. Different types of networks

Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1. Design and create a formatted electronic spreadsheet to organize and analyze data.
2. Identify the three principal forms of business organizations and generate organizing documents for each type of entity.
3. Construct financial statements from an adjusted trial balance.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Explain ethical standards applicable to accountants in the business environment
- b. Apply analytical measures to financial statements to evaluate company performance
- c. Interpret budget variances
- d. Demonstrate an understanding of the accountant's role as a member of the management team
- e. Outline basic functions related to hiring new employees
- f. Describe important elements of employment law as related to a business professional who manages employees.
- g. Utilize spreadsheets in the accounting and data analysis function
- h. Identify human and computer office networks

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Collaborative/Team
- b. Distance Education

c. Lecture

d. Technology-based instruction

Other Methods:

On-line learning center sponsored by Marshal Accounting Text [www.mhhe.marshall6e.com](http://www.mhhe.marshall6e.com) Net Tutor – interactive on-line tutoring environment via whiteboard interface. Five hours of tutoring included with each text book purchased

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 54.00

Outside Class Hours: 108.00

a. Out-of-class Assignments

1. Review the provided financial statements from Coca Cola and Pepsi. Evaluate the overall liquidity and profitability of Coke verses Pepsi. Which company's stock would you rather own? Support your answer with the results from your comparative analysis.
2. Prepare budgeted sales and expense figures, after a review of the financial information provided. You have been engaged by Dominique Pizza as a consultant. Dominique is considering adding a line of specialty sandwiches to the menu.
3. Selected data from the 2002 and 2003 consolidated balance sheets and income statements for Wal-Mart, Inc. are provided.
4. Calculate Wal-Mart's gross profit for 2003. Has gross profit as a percentage of sales increased significantly? Calculate operating income for 2003. Has operating income as a percentage of sales increased significantly? Using the data provided, calculate the missing amounts for each year.
5. Write a 2 to 3 page paper discussing your results. Choose Dell, Southwest Airlines, or Best Buy. Go to its website. Study the site to find as many examples of excellence in the indicators of business success as possible.
6. Address critical questions from the perspective of a company representative. Explain your answers. Companies possess limited budgets to fund employee benefits. From an Employee's perspective, which benefits should be funded? Which are easily dispensable?
7. Review the Jones' Company new-hire packet. What employment forms are missing? Review the guidelines provided by Jones' Company for interviewing prospective employees. What problems do you see? Draft a memo describing your recommendations.

b. In-class Assignments

1. Review the provided financial statements from Coca Cola and Pepsi. Evaluate the overall liquidity and profitability of Coke verses Pepsi. Which company's stock would you rather own? Support your answer with the results from your comparative analysis.
2. Prepare budgeted sales and expense figures, after a review of the financial information provided. You have been engaged by Dominique Pizza as a consultant. Dominique is considering adding a line of specialty sandwiches to the menu.
3. Selected data from the 2002 and 2003 consolidated balance sheets and income statements for Wal-Mart, Inc. are provided.
4. Calculate Wal-Mart's gross profit for 2003. Has gross profit as a percentage of sales increased significantly? Calculate operating income for 2003. Has operating income as a percentage of sales increased significantly? Using the data provided, calculate the missing amounts for each year.
5. Write a 2 to 3 page paper discussing your results. Choose Dell, Southwest Airlines, or Best Buy. Go to its website. Study the site to find as many examples of excellence in the indicators of business success as possible.
6. Address critical questions from the perspective of a company representative. Explain your answers. Companies possess limited budgets to fund employee benefits. From an Employee's perspective, which benefits should be funded? Which are easily dispensable?
7. Review the Jones' Company new-hire packet. What employment forms are missing? Review the guidelines provided by Jones' Company for interviewing prospective employees. What problems

do you see? Draft a memo describing your recommendations.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Written homework
- Term or research papers
- Group activity participation/observation
- Mid-term and final evaluations

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to execute daily duties in their area of employment.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

Exhibit effective written, oral communication and interpersonal skills.

IO - Personal and Professional Development

Demonstrate an understanding of ethical issues to make sound judgments and decisions.

IO - Critical Thinking and Communication

Apply principles of logic to problem solve and reason with a fair and open mind.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Remove English 70 as Advisory.

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*  
 b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000389970
- b. T.O.P. Code [CB03]: 50200.00 - Accounting
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: C = Non-Transferable
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Possibly Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable

# BUAC 050-Accounting In The Business Environment

m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): ACCOUNTING

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 25

Third Year: 40

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: No

b. If No, list number of FTE needed to offer this course: 40.0000

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator John Gerardi Origination Date 11/14/17