



ACCT 128 - Small Business Accounting

Catalog Description

Transfer Status: NT

Unit(s): 2.00

Lecture: 34.00 Contact hours/68.00 Out of class hours/102.00 Total hours/2.00 Unit(s)

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Course Description: This course is an overview of basic bookkeeping methods from a small business perspective. Topics discussed will include business entity types, accounts receivable, accounts payable, bank reconciliations, sales tax, electronic spreadsheets, trial balance, income statement, and the balance sheet for a small business. Students will also be introduced to the basic functions of computerized accounting systems. Emphasis will be on providing answers to questions commonly asked by small business owners.

Objectives

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

1. Create and describe the components of basic accounting financial statements.
2. Perform the appropriate procedures to successfully manage cash, receivables and payables.
3. Compare and contrast the business entity types for small businesses.
4. Review various computerized accounting methods.
5. Process accounting transactions.

Course Content

Topic Titles / Suggested Time Topic

Lecture

<u>Topics</u>	<u>Lec Hrs</u>
Introduction to bookkeeping and record management	1.00
Basics of processing transactions using spreadsheets	2.00
Types of business entities	2.00
Business financial statements	3.00
Cash management and bank reconciliations	3.00
Invoicing customers for services	3.00
Invoicing customers for products and remitting sales taxes	3.00
Accounts payable and bill paying	3.00
Insurance and other business management basics	3.00
What to do if you decide to hire employees	3.00
Tracking mileage and other items for income tax purposes	3.00
Applying for and accounting for loans	3.00
Butte College Small Business Development Center resources	1.00
Types of computerized accounting systems	1.00

Total Hours: 34.00

Methods of Instruction

- A. Class Activities
- B. Discussion
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Lecture
- E. Multimedia Presentations
- F. Reading Assignments

Methods of Evaluation

- A. Exams/Tests
- B. Projects
- C. Class participation
- D. Written Assignments
- E. Practice Sets

Examples of Assignments

Reading Assignments

1. Read the text material on bank reconciliations. Be prepared to practice the concepts presented.
2. Read an article on the internet about the Butte College Small Business Development Center and be prepared to discuss the work that they do for small businesses.

Writing Assignments

1. Create a bank reconciliation and post these entries to the cash spreadsheet.
2. Complete the practice set finding various items using the free QuickBooks online sample data. Write a 1-2 page paper on you what you learned from the exercise. Be prepared to discuss your paper in class.

Out-of-Class Assignments

1. Create a set of transactions for a new company for one month. Take these transactions through to create a sole proprietor's financial statements.
2. Create a customized template for your choice of a service business.

Recommended Materials of Instruction

Zero Cost Textbook

Franklin, M. et. al. OpenStax Principals of Accounting, Volume 1: Financial Accounting (OER). <https://openstax.org/details/books/principles-financial-accounting>

Minimum Qualifications

Accounting (Masters Required)

Banking and Finance

Business (Masters Required)

Management (Masters Required)

Office Technologies

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