BAT117 Introduction to Accounting & Accounting Software

Syllabus

Course Information
Credits 4
Campus Washburn Institute of Technology
Address 5724 SW Huntoon
City/State/Zip Topeka, KS 66604
Office Fax 785-273-7080
Instructor Russell L. Hinshaw
Telephone 785-670-3447
E-mail russell.hinshaw@washburn.edu

Course Description
This course develops a foundation for accounting skills and assists students attain an understanding of accounting concepts and the importance of accounting for funds in a business. Students get an introduction to the accounting equation, journal entries, t-accounts, Trial Balances, Financial Statements, adjusting entries, closing entries, and financial statement analysis. Students also use a comprehensive, hands-on training manual for QuickBooks Desktop to learn computer accounting practices through sample companies.

Prerequisites: None

Textbooks
Required:

(Note: this textbook is also used in BAT265 Advanced Accounting Software.)

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics
Competencies:

1. Evaluate business transactions using the accounting equation.
2. Evaluate business transactions using T-accounts.
3. Record business transactions in the general journal.
4. Post transactions to the general ledger.
5. Prepare and complete a Worksheet.
6. Prepare adjusting entries for deferred expenses and revenues, accrued expenses and revenues, and for depreciation.
7. Prepare closing entries.
8. Post the adjusting and closing entries to the general ledger.
10. Prepare financial statements to include income statement, state of owner’s equity, and the balance sheet.
11. Prepare a bank reconciliation report.
12. Perform a financial statement analysis to include horizontal analysis, vertical analysis, current ratio, quick ratio, debt ratio, equity ratio, debt-to-equity ratio, profit margin, return on assets, and return on equity.
13. Create and set up a new company data file.
14. Create and modify customers and jobs.
15. Create service and non-inventory items.
16. Create invoices and receive payment on those invoices.
17. Enter cash receipts.
18. Create and modify vendors.
19. Enter and pay bills.
20. Write and print checks.
21. Make deposits, transfer funds, and manage debit or credit card transactions.
22. Reconcile bank and credit card accounts.
23. Generate various reports such as customer-related reports, vendor-related reports, list reports, and basic financial statements.

Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale
A 92% - 100%
B 84% - 91%
C 76% - 83%
D 68% - 75%
F 67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance
Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student’s grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

**Disability**

The Americans with Disabilities Act (ADA) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST self-identify by completing an application. In addition students must provide appropriate medical documentation to the ADA coordinator to be eligible for accommodations. New requests for accommodations should be submitted at least two months or more prior to the date the accommodations are needed. However, please contact the ADA office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of accommodations.

The ADA Office coordinates and assists in arranging accommodations it deems appropriate for eligible students on a case-by-case basis. If you are a student with a disability that may substantially limit your ability to participate in any of our classes and you believe that you will need accommodations, it is your responsibility to contact: ADA Coordinator, Phone: 785.670.3365, Email: gloria.christian@washburn.edu.

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.